

Welcome

From the Additional Learning Support Team



Croydon
College

**Additional
Learning**
SUPPORT

We Wish You A Warm Welcome

The Additional Learning Support team at Croydon College would like to welcome you 😊 and ensure you have the support in place if you need it.

Your time in college is very important and we need you to be able to succeed in achieving your goals.



The Team

The Additional Learning Support team:

- Head of Additional Learning Support
- Additional Learning Support Manager
- Additional Learning Support Coordinators
- Senior SEND Coordinator



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- ✓ Speech and Language Therapist
 - ✓ SpLD (Dyslexia) Tutor
 - ✓ ASD (Autism) Tutor
 - ✓ SEND Tutors
 - ✓ Positive Behaviour Mentor

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- ✓ Senior Learning Support Practitioners
 - ✓ Learning Support Practitioners
 - ✓ Learning Support Practitioners: Work Based Learning

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- ✓ Education, Health and Care Plan Coordinator
 - ✓ HE Learning Support Practitioner
 - ✓ Funding and Admin Officer



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**Additional
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Email: ALS@croydon.ac.uk
Tel: 020 8686 5700 ext. 3046

What Support Can We Give You

The Additional Learning Support department can offer you a range of support depending on your level of need. This may include:



**1:1 in class
support if
appropriate**



**1:1 / small
group out of
class support**



**Eng, Maths
& vocational
workshops**



**Social skills
workshops
and lunch club
if appropriate**



**Access to
specialist
staff**



**Specialist
equipment
and software**



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Getting Started

If you feel you may benefit from support:

- ✓ Meet a member of the ALS team and inform them of your needs.
- ✓ They will help you complete a **DECLARATION** form. You could also complete this form online.
- ✓ Depending on your needs, they will create a **SUPPORT** plan and inform you of the sessions you could attend.
- ✓ We will ask **for your permission** to share information about you with people who will be supporting you, such as your teachers.
- ✓ We will give your teachers advice and guidance on reasonable adjustments they can make for you and the support they can provide

You must let us know if your conditions change or if you are diagnosed with new conditions during the academic year.



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Other Support

Depending on your level of need, you may need:

- ✓ A risk assessment to keep you and your peers safe.
- ✓ You may also have a personal emergency evacuation plan to show you where to go and what to do if you need help evacuating the building in case of an emergency.
- ✓ You may be able to loan out a laptop or reader pen if needed – subject to availability.

You must let us know if your conditions change or if you are diagnosed with new conditions during the academic year.

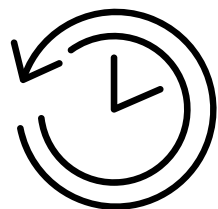


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Where Can You Find Us

The Additional Learning Support department is located in **Room 100**. You can access this room through the first floor of the library or through the 1st floor corridor.



Opening hours:
Monday – Friday
9.30am – 4.30pm

If you have any questions about Additional Learning Support this should be the first place you come. Someone on the reception in this room will be able to help you.

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Exam Access Arrangements

Please let your tutor know if you think you might be entitled to **exam access arrangements** as soon as possible to ensure that this is in place.

- Your tutor will need to send in a confidential referral.
- You must complete a **Normal Way of Working** form with your tutor.
- You must come to Room 100 to **book an appointment** for assessment

Exam access arrangements can include:



Extra time



Reader



Scribe



**Practical
assistant**



Smaller room



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Exam Access Arrangements

We will familiarise ourselves with your individual EHCP and centre our approach to supporting you based on your needs and preferences.

This will include, but is not limited to:

- ✓ Cognition and learning
- ✓ Communication and interaction
- ✓ Social, emotional wellbeing and mental health difficulties
- ✓ Sensory and/or physical needs
- ✓ Independence and self help



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ANNUAL REVIEWS FOR LEARNERS WITH EHCPs

Our dedicated EHCP Coordinator is responsible for the coordination of annual reviews which will take place once per academic year.

Parents and carers will be supported in understanding the process, and encouraged to contribute and attend the meeting to ensure the best possible outcome for learners.

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Work Based Learning

We have dedicated Work based Learning Support Practitioners in the team. If you have a learning difficulty, disability or health condition it is important that you make use of the support available. You must complete a declaration form so that we can create a support plan for you that best suits your needs.

Croydon College can make **reasonable adjustments** for you and can advise your employers how they can best support you.



**Exam Access
Arrangements**

**Vocational,
Maths &
English support**

**Personal
Emergency
Evacuation Plan
(P.E.E.P.)**



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19+ Learners

At Croydon College, we want to make everyone's learning experience a positive one.

If you are a 19+ student on an ESOL or Access course, you can get advice, guidance and support from our 19+ learning support team.

Fill in a **declaration form** online or come to Room 100 so someone can support you. You can also email ALS@croydon.ac.uk with any queries you may have.

Out of class sessions:

- ESOL – conversation, reading and writing skills
- Maths & English
- Academic skills



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Higher Education

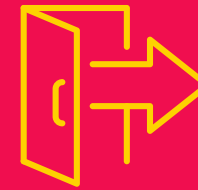
We have a dedicated HE Learning Support Practitioner in the team.

If you are in higher education and have a learning difficulty, disability or health condition it is important that you tell us about this. Croydon College can make **reasonable adjustments** for you and also advise you on **Disabled Students Allowances**.

If you are a student looking to go into Higher Education in the future, you can get advice and guidance from the HE Learning Support Practitioner.



**Study Skills
Support**



**Personal Emergency
Evacuation Plan
(P.E.E.P.)**



**Personal
Adjustment
Plan (RAP)**



**What are Disabled
Students' Allowances**



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Contact The ALS Team

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Location: **Room 100** (1st floor)



Declaration link:

<https://croydon.ac.uk/student-life/als>



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