

## **Local Offer**

Our wide and longstanding experience with SEND students means we understand that forming good relationships with parents/guardians, local authorities and other agencies is key to achieving the best learning outcomes. To help you navigate our Local Offer we have broken it down into the easy-to-follow, question-led sections you see below.

### **How do you know if young people need extra help?**

Our Learning Difficulties and Disabilities (LDD) Manager liaises with schools and the local authority to discuss the support needs of prospective SEND students enrolling at Brock. As a parent you can contact our LDD Manager to discuss your young person's transition from school to college, which will include opportunities to attend orientation visits, as well as meetings to discuss available support, SEND assessment and the possibility of attending taster days. Importantly, your local authority will provide us with your young person's Education, Health and Care Plan (EHCP) if they have one in place, which will inform us about their needs. The LDD Manager will attend Year 11 annual reviews of pupils with SEND (if invited), and will work closely with you, your young person, their school and any other parties involved to ensure your young person's transition to college is calibrated to meet their individual requirements. All prospective students participate in an initial assessment and interview process that will ensure they are placed on an appropriate programme.

### **How do your staff support my young person?**

#### **Transitioning to Brock**

Our LDD Manager is responsible for ensuring there are appropriate arrangements in place to support your young person's transition from secondary education to college. The LDD Manager will work with schools, local authorities, you as a parent, and your young person, to provide a holistic and collaborative approach. It is the responsibility of the LDD Manager to ensure we meet the individual needs of learners. Please note that we offer orientation visits for prospective students, enabling familiarity with both the campus and key staff members. We also provide supported provision on Freshers' Day and during the Enrolment process. Learners will be offered support on these days to alleviate any anxieties associated with the transition. Importantly, our application deadline for learners in receipt of an EHCP is Friday 27 May 2022.

#### **Support at Brock**

We have a team of Learning Support Assistants working across the College to provide support where necessary and prioritise learners who are in receipt of an EHCP. In addition, all students have access to our Skills Development team. This is a group of specialist tutors who provide one-to-one study

skills support. The team covers A Levels, Vocational courses, and Maths and English GCSE/Functional Skills. They also ensure any special exam arrangements are in place if deemed necessary.

## **How will the curriculum be matched to my young person's needs?**

Bespoke Study Programmes may be created around your young person to ensure all support needs are met. This may include Speech and Language Therapy (SaLT) and learning independent living skills where appropriate. SEND students may also follow a differentiated curriculum. Indeed, all teachers are required to differentiate their teaching to meet the specific needs of students in their groups. Furthermore, they must identify how they meet those needs through their planning and teaching. Please note that we are unable to offer distance learning to young people who are unable to attend campus.

## **How will I know how my young person is doing?**

Subject teachers and Student Support Managers (SSMs) will be your first point of contact should you wish to discuss your young person's progress. If you have a specific concern, you should contact the LDD Manager, whose contact details are listed at the end of this document. Importantly, you will receive regular Progress Checks from the College and be able to attend Parents' Evenings where you will be able to discuss progress with teachers.

## **What support will there be for my young person's overall wellbeing?**

### **Teachers and SSMs**

Subject teachers and SSMs will be happy to discuss the overall wellbeing of your young person and will arrange a meeting with you and your young person whenever appropriate. Meetings will cover any concerns you have regarding attendance and/or engagement. Meanwhile, SSMs support any learner wishing to progress to university. They provide independent advice and guidance around Higher Education course options and support students with their UCAS applications. All students are expected to attend tutorials with their SSM. These represent a key component of any learner's Study Programme. Among other things, tutorials enable us to disseminate information regarding progression, exams, support, safeguarding and current affairs.

### **Levels of concern**

The College operates a colour-coded system to denote levels of concern regarding a student's wellbeing - Green, Amber, Red, Purple. All students begin their studies on Green, which means there are no concerns. This status may then escalate through the colours, all the way to Purple, which signifies significant concern. If we are concerned about the attendance and/or progression of a student in receipt of an EHCP and their place is considered at risk, the LDD Manager will inform

parents, the local authority and any other agencies providing support. There will also be an Interim Review.

## **Other support staff**

Our Intensive Support and Safeguarding Officer is the allocated member of staff supporting looked-after young people, care leavers, young carers and those who live independently. The Officer also oversees the wellbeing of students with mental health needs.

We operate a Blue Star system to identify students with intensive support needs. This uses a co-ordinated approach that promotes success for students who have medical, emotional, financial and/or behavioural needs that affect their education and/or social inclusion. Our experience tells us that such students may require intense and frequent support to remove barriers that may interfere with the achievement of educational goals.

We also provide an underpinning universal support system that is maintained by SSMs, Progress Managers and academic staff to optimise achievement. Allocated members of the Intensive Support team liaise with relevant external agencies to ensure we continue to provide individuals the appropriate level of support. The Intensive Support team comprises the following members of staff: Pastoral and Welfare Manager, Intensive Support Officer, Learning Difficulties and Disabilities Manager, College Nurse, College Counsellor, Finance and Welfare Officer, Emotional Wellbeing Officer, Student Liaison Officers, Security Officers, and a Student Liaison & Wellbeing Support Officer.

Please note that our College Nurse can administer certain medicines and can securely store personal medication at our Medical Room. Please contact the College Nurse on the number provided at the end of this document to discuss any medicines.

College Counsellors provide a confidential counselling service and are there to help with life's unexpected issues. They are experts in helping explore ways to overcome problems and offer tools to enable students to move forward.

## **Our obligations**

Brockenhurst College has a statutory and moral duty to ensure it functions with a view to safeguarding and promoting the welfare of young people and vulnerable adults accessing education, training and other activities at college. This includes the Prevent Duty, which is a government initiative designed to ensure all students and staff are protected from the risks of radicalisation.

## **Annual reviews**

The LDD Manager and Head and Curriculum for Foundation Studies, along with teachers and learning assistants, undertake annual reviews for young people that are in receipt of an EHCP. This will provide both you and your young person with the opportunity to discuss how things are going and to review support if necessary. Invitations to participate will be sent to external agencies providing support where relevant.

## **Inspiration Room**

Our Inspiration Room is a space that students in receipt of an EHCP can access if feeling overwhelmed. It is staffed by a member of our Learning Support team for learners on a mainstream programme from 9:00am until 4:20pm, five days a week, including break and lunchtimes. Students may use this facility during these times if we deem that there is a need for an additional space to be provided. This facility is not accessible to all learners.

## **What specialist services and expertise are available?**

All Learning Support staff are expected to undertake a Level 2/3 qualification in supporting teaching and learning if they do not already hold one. In addition to this qualification, the Learning Support team are provided with specialist training during the academic year from both external and internal trainers. The LDD Manager liaises with Specialist Teacher Advisors within local authorities to support students and deliver training to staff.

## **What training do staff supporting young people with SEND and Disabilities have?**

All teaching staff are qualified teachers or working towards becoming qualified, and our Learning Support team members receive individualised training annually. Training sessions include specialist teacher advisors attending the College to deliver speech, language & communication, and hearing & visual impairment training. In addition, specific training is arranged to help support students with Asperger's syndrome.

## **How will my young person be included in activities including trips?**

Brockenhurst College is an inclusive education setting, and every effort is made to include students in activities relevant to their course and curriculum. This inclusion is achieved through the support of a learning assistant. Support is arranged on the basis of individual need.

## **How accessible is Brockenhurst College?**

Brockenhurst College is fully wheelchair accessible. There are six toilets with enhanced accessibility across our campus, one of which has showering facilities and two rise and fall beds with hoist facilities. Meanwhile, The Lodge is a mocked-up domestic dwelling where students can learn independent living skills using rise/fall appliances so they can be assessed for independent living.

## **How do you communicate with parents/guardians and young people whose first language is not English?**

We work with parents/guardians and young people to identify and address needs in collaboration with other services where necessary.

## **How will you support my young person to transfer to a new setting, the next stage of education and ultimately adulthood?**

### **Next Steps**

All students are supported to make informed decisions about careers through our Next Steps programme. This includes one-to-one impartial information, advice and guidance from experienced careers advisors. We also ensure access to a range of workshops, talks, presentations and other events on all the pathways open to learners. Furthermore, we offer students work experience and industrial placement opportunities from our directory of over 2,000 employers, supported by our Employability Development Officer. Importantly, our careers programme adheres to the criteria of the Gatsby Benchmarks. In addition, we are pleased to hold the Matrix Standard for the quality of our information, advice and guidance.

### **Higher Education and Employment**

At Brockenhurst College we are passionate about supporting our learners' progression into Higher Education and/or employment. Throughout their Study Programmes we aim to equip students with all of the necessary skills, knowledge and experiences to make a successful transition ultimately into the workplace. Students are able to track and monitor these through BrockFolio. We also work closely with over 2,000 local employers and apprenticeship providers to provide meaningful and inspirational interactions.

### **Hampshire County Council SEND Employability Hub**

We are proud to be one of eight SEND Employability Hubs in our county, which comes under our local authority's offer for young people in receipt of an EHCP who reside in Hampshire.

Hampshire County Council and its partners are committed to improving outcomes for young people with SEND. Together we encourage learners to have high ambitions. We also place a clear emphasis on education and training that supports progression to independent living, community inclusion, employment and good health.

SEND Employability Hubs provide young people with education, skills, training and personal development, as well as work experience placements and supported internships. Each hub provides pathways based on individual needs and aspirations, while placing a clear emphasis on education and training that supports progression to employment.

The Hubs work with employers across Hampshire to recognise the value and skills that SEND young people bring to the employment market and encourage them to provide meaningful opportunities.

### **How are your resources allocated and matched to young people's SEND requirements?**

Funding will be allocated on the basis of need, with students being funded through their local authority's High Needs Additional Learning Support Fund. Other identified needs will be met through Element 2 of the Education Skills Funding Agency allocation.

### **How is the decision made about what type and how much support my young person will receive?**

Our LDD Manager will attend your young person's Year 11 annual review and meet with you and your young person to discuss the appropriate level of support. The LDD Manager will also receive your young person's EHCP through formal consultation with your local authority. This will enable us to ascertain whether Brock would be a suitable environment for your young person and whether the College would be able to meet the needs outlined. The decision concerning the appropriate level of support will be taken collaboratively by the parties mentioned above. Support will be monitored and may be increased or decreased after review. However, changes will only be applied following a consultation with you and your young person.

### **How are parents/guardians and young people involved currently?**

We encourage communications from parents and young people to ensure a holistic approach to supporting our students on their education journey. The aim of a Further Education college is to enhance and support the development of an individual's independence to optimum levels, preparing them for the world of work or for further study.

### **Who can I contact for further information?**

If you have a concern about your young person's ability to keep up with work and remain focussed, you may wish to contact their subject teacher and/or SSM first. If you have additional concerns, you may wish to contact the Head of Curriculum for the subject area and/or our LDD Manager, Tracey Miller, using [tmiller@brock.ac.uk](mailto:tmiller@brock.ac.uk) or by calling 01590 625586.

If your young person has SEND needs and you would like to discuss whether Brock would be the appropriate post-16 environment, please contact Tracey Miller or Tracy Turner to arrange an appointment.

## Key contacts:

Tracey Miller – Learning Difficulties and Disabilities Manager – Queries around learners in receipt of an EHCP – [tmiller@brock.ac.uk](mailto:tmiller@brock.ac.uk)

Tracy Turner – Special Educational Needs and Disabilities Administrator – [LDD@brock.ac.uk](mailto:LDD@brock.ac.uk)

Nicky Cully – LSA Coordinator – [ncully@brock.ac.uk](mailto:ncully@brock.ac.uk)

Sara Fisher – Head of Curriculum for Foundation Studies – [sfisher@brock.ac.uk](mailto:sfisher@brock.ac.uk)

Sarah Dudley – Foundation Studies Administrator – [sjdudley@brock.ac.uk](mailto:sjdudley@brock.ac.uk)

Lee Melville – Pastoral and Welfare Manager – [lmelville@brock.ac.uk](mailto:lmelville@brock.ac.uk)

Lisa Large – Intensive Support Officer – Looked After Children, Care Leavers, Young people on a CIN plan – [llarge@brock.ac.uk](mailto:llarge@brock.ac.uk)

Dominic Chapman – Designated Safeguarding Lead – [dchapman@brock.ac.uk](mailto:dchapman@brock.ac.uk)

Debbie Griffiths – Finance and Welfare officer – [dgriffiths@brock.ac.uk](mailto:dgriffiths@brock.ac.uk)

Nicola Atkins – College Nurse – [natkins@brock.ac.uk](mailto:natkins@brock.ac.uk)