



Brockenhurst College

Local Offer

1. How do you know if children/young people need extra help and what do I do if I think my child has special educational needs?

The College LDD Co-ordinator will liaise with Schools and the Local Authority to discuss the support needs of prospective students attending the College with SEND. As a parent, you can contact the LDD Co-ordinator at the College to discuss your child's transition from School to College, which will include the opportunity to attend orientation visits to the College and meetings to discuss the support available and possible taster days prior to your child commencing at the college. The Local Authority will provide the College with the Education, Health and Care Plan if your child has one in place which will inform the College of your child's needs.

The LDD Co-ordinator will attend the Yr 11 annual review of students with SEND and will work with you, your child; the school and all those involved ensuring that your child's transition to College is supported to their individual need.

All students participate in an initial assessment and interview process that ensures they are placed on an appropriate programme.

2. How do your staff support my child / young person?

The College LDD Co-ordinator is responsible for ensuring that there are appropriate transition arrangements in place to support your child from secondary education into College. The LDD Co-ordinator will work with Schools, Local authorities, you as parents and your child to provide a holistic and collaborative approach to your Child's transition. It is the responsibility of the LDD Co-ordinator to allocate appropriate levels of support to students with SEND. We have a team of Learning Support Assistants across the college providing support where necessary, prioritising to those in receipt of an EHCP. Students will also have access to our Skills Development team - A team of specialist tutors who provide one-to-one study skills support. The team covers all Vocational areas, Maths and English and ensure all necessary exam arrangements are in place where applicable.

The College offers orientation visits to prospective students, providing familiarity to both the College site and key staff prior to them commencing at Brock.

In addition, we provide supported provision on New Students day and during the enrollment process. Students are offered support on these days to alleviate the anxieties related to transition.

3. How will the curriculum be matched to my child / young person's needs?

Bespoke programmes may be created around your child to ensure all support needs are captured. This may include SALT intervention and independent living skills where appropriate. In addition, students with SEND may experience a differentiated curriculum. All teachers are required to differentiate their teaching to meet the needs of the students in their groups and identify how they meet the needs through their planning and teaching.



4. How will both you and I know how my child/young person is doing and how will you help me to support my child / young person's learning?

Personal tutors are the first point of contact, should you wish to discuss the progress of your child. If you have a specific concern around your child's SEND, you would need to contact the LDD Co-ordinator whose contact details are provided at the end of this document.

You will receive regular progress checks from the College and be invited to Parents' Evenings, where you will be able to discuss your child's progress with the teaching teams.

The LDD Co-ordinator is also available on Parents' Evenings, as is the Skills Development team. Annual reviews of EHCP's are carried out each year and within the 12 month period of their last review.

5. What support will there be for my child / young person's overall wellbeing?

All students are provided with a Personal Tutor at Brock who will be their first point of contact if they have any concerns. The personal tutor will also monitor attendance and discuss any concerns with your child. In addition to personal tutors all students are allocated a Personal Progress Manager who will manage concerns that have been shared by the Personal Tutor and arrange 1:1 meetings with your Child when appropriate. This may include any concerns around attendance and or progress. The College operates a traffic light system. Green, Amber, Red, Purple. All students commence at the College on green for no concerns, escalating to Purple where there is significant concern.

If the college are concerned with the attendance and/or progression of a student in receipt of an EHCP and their place is considered at risk, the LDD Co-ordinator will inform parents/Local Authority and any other agencies providing support and hold an interim review.

The College Intensive support officer is the allocated member of staff for supporting looked-after young people, care leavers, young carers and those that live independently in addition to overseeing the well being of our students with Mental Health needs.

The College operates a Blue Star system identifying students with intensive support need. The team uses a co-ordinated approach that promotes the success of students who have medical, emotional, financial and behavioural needs that impact on their education and social inclusion and who require intense and frequent support to remove barriers that may interfere with the achievement of educational goals. The team provides an underpinning universal support system which is maintained by personal tutors, progress managers and academic staff to optimize their learning achievement. Allocated members of the Intensive support team liaise with relevant external agencies appropriate to the individual to ensure that the College continues to provide the students identified with a blue star the appropriate levels of support. The Intensive support team consists of the following members of staff:

- Pastoral and Welfare Manager
- Intensive Support Officer
- LDD Co-ordinator
- College Nurses
- College Counsellors
- Finance and Welfare Officer



The College Nurses are able to administer certain medicines and can secure personal medication within the medical room. The College has 2 Nurses who are able to support your child with a range of confidential support.

Please contact the college Nurse on the number provided at the end of this document to discuss medicines authorised to administer.

The College Counsellors offer a confidential Counselling service and are there to help with life's unexpected issues. They are able to explore ways to help overcome the issues and offer tools to enable moving forward.

Brockenhurst College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children, young people and vulnerable adults accessing education, training and other activities provided by the College. This includes the 'Prevent Duty' which is a Government initiative to ensure all students and staff are protected from the risk of being radicalised and being drawn into extremist groups of any kind.

The core purpose of the College is to help people make the most of their lives through learning and the College is committed to working proactively with staff, learners and other agencies to provide an environment in which every individual is free from abuse and harm.

The LDD Co-ordinator/ Lead LSA's will facilitate annual reviews for young people that have Education, Health and Care Plans in place. This will provide both you and your child with the opportunity to discuss how things are going for them and to review if necessary the support in place. The review will include the LDD Co-ordinator, Teaching member of staff and Learning support assistant (if relevant). Invites will be sent to external agencies providing support where relevant.

Our Inspiration room is a quiet space for students who may feel overwhelmed by the broader College environment. The Inspiration room is staffed by a member of the learning support team for learners on a mainstream programme from 9am until 4:20pm 5 days per week including break and lunchtimes. Students are able to utilise the room during these times and during study periods if it is considered that there is a need for an additional space to be provided. The room is not available to all students and students must meet with the LDD Co-ordinator to discuss the ethos of the room.

6. What specialist services and expertise are available / accessible?

All Learning support staff are expected to undertake a Level 2/3 qualification in supporting teaching and learning if they do not have one when they commence in their role at Brock. 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 Co-ordinator liaises closely with Specialist Teacher Advisors within Local Authorities in support of our students and to deliver training to staff.

- Social Services
- Local Authorities
- It's Your Choice
- Nightstop
- New Forest Young Carers



7. What training do the staff supporting children and young people with SEN and Disabilities have or are having?

All teaching staff have had training on managing student needs in the classroom. Specific sessions have been held on supporting students with Autism/Aspergers. All teaching staff are qualified teachers or working towards becoming qualified. The learning support team members receive relevant and individualised training annually.

Training sessions include specialist teacher advisors attending the College to deliver Speech, Language and Communication and Hearing/Visual Impairment training. In addition, specific training is arranged in support of students with Aspergers and dyslexia.

The LDD Co-ordinator is a qualified Counsellor and some members of the Skills Development and Learning Assistant teams have also undergone training in Counselling Skills.

8. How will my child / young person be included in activities including trips run by your setting?

The College is an inclusive educational setting, and every attempt is made to include all students in activities relevant to their course and curriculum. This inclusion is achieved through the support of a learning assistant. Support is arranged on an individual needs basis.

9. How accessible (indoors and outdoors) is the College?

Brockenhurst College is fully wheelchair accessible. There are 6 accessible toilets across the campus, one of which has showering facilities and 2 rise and fall beds with hoist facilities. The Lodge provided a domestic dwelling, in which students can be taught independent living skills, using rise/fall appliances, so that they are able to be assessed for independent living.

How do you communicate with parent carers and young people whose first language is not English?

We will work with parent carers and young people to identify and address needs in collaboration with other services where necessary.



10. How will you prepare and support my child / young person to join College, transfer to a new setting and or the next education stage and into Adulthood?

The LDD Co-ordinator attends transition review meetings in schools; students and their parents are invited to orientation visits of the campus; separate, individualised, differentiated provision is put in place for students on New Student Day and on Enrolment/Induction Days. Support is put in place in readiness for the new academic year and monitored on a half-termly basis. Students are supported in making decisions about their next life stage through the Next Steps programme, UCAS support workshops, and transitional advice and support through the Skills Development team, should they wish to attend university. Careers appointments will be arranged in support of a young persons next steps.

11. How are your resources allocated and matched to children and young people's Special Educational Needs and disabilities?

Funding is allocated on a needs basis, with the students with SEND needs being funded through High Needs Additional Learning Support funding through the Local Authority. Other identified needs are met through Element 2 of the Education Funding Agency allocation.

12. How is the decision made about what type and how much support my child /young person will receive?

The LDD Co-ordinator will attend your child's Yr 11 annual review and meet with you, as the parent and your child to discuss the appropriate level of support that will be required on starting at Brock. The LDD Co-ordinator will also receive your Child's EHCP prior to commencing at Brock to ensure all needs can be met by the college as outlined in their Education, Health and Care Plan. The decision for what is the appropriate level of support will be through collaborative working with those mentioned. Support will be monitored and may be increased or decreased after review, although any changes will be made in consultation with you, your child *and the Local Authority*.

13. How are parents / young people currently involved? How can I be involved?

Please refer to section 5. The aim of the further education college is to enhance independence to optimum levels for individuals and thus to prepare them for the world of work or for further study, where appropriate

14. Who can I contact for further information?

If you have a concern about your child's ability to stay on task with the work being set, you may wish to contact their personal tutor as your first point of contact. If you have additional concerns, you may wish to contact Tracey Miller – LDD Co-ordinator on tmiller@brock.ac.uk or telephone 01590 625586.



If your child has SEND and you would like to discuss whether Brock would be the appropriate setting for your child to reach their aspirations and you would like to discuss what support would be available to your child, please contact Tracey Miller on the above contact details.

Other key contacts:

Administrator to the LDD Co-ordinator - Joanna Curtis: jcurtis@brock.ac.uk or 01590 625518

Head of Admissions – 01590 625335

Administrator to Heads of Curriculum for Foundation Studies - Sarah Dudley:
sjdudley@brock.ac.uk or 01590 625556

Heads of Curriculum for Foundation Studies- Sara Fisher - sfisher@brock.ac.uk and
Laura Oliver - loliver@brock.ac.uk

Lead LSA - Lisa Guy: lguy@brock.ac.uk

Lead LSA - Laura Dean: ldean@brock.ac.uk

Finance and Welfare Officer - Debbie Griffiths: dgriffiths@brock.ac.uk or 01590 625328

College Nurse - 01590 625300