



**SEN and Disability Local Offer:  
Sixth Forms and FE Colleges**

Name: **Runshaw College**

Setting number: **10005575**

<b>College/Sixth Form Setting Name and Address</b>	Runshaw College, Langdale Road, Leyland. PR25 3DQ		<b>Telephone Number</b>	01772 622677
			<b>Website Address</b>	http://www.runshaw.ac.uk
<b>Does the College/sixth form setting specialise in meeting the needs of young people with a particular type of LDD?</b>	<input type="checkbox"/>	<b>Yes</b>	Runshaw College provides high quality learning support to students with learning difficulties, disabilities, sensory and physical impairments, from Entry Level through to Higher Education Runshaw College is proud to have the Dyslexia Quality Mark awarded by the British Dyslexia Association in recognition of the high standard of provision, both in specialist support and subject teaching. The College also has many years experience of meeting the educational needs of students with Asperger Syndrome by minimising barriers to learning and developing independence skills.	
	<input type="checkbox"/>			
<b>What age range of learners does the College/sixth form setting cater for?</b>	16- 19 years at the Langdale Road 6 <sup>th</sup> Form campus, Leyland. Students who are 19+ at Euxton Lane campus. Specialist facilities for students on Hair and Beauty courses at the Market Street campus in Chorley.			
<b>Name and contact details of your College/sixth form setting Additional Learning Support lead</b>	Head of Study Support Runshaw College Langdale Road Leyland Lancashire PR25 3DQ			

Name and contact details of the person/role responsible for maintaining details of the Local Offer for Runshaw College:

<b>Name of Person and Job Title</b>	The Head of Study Support		
<b>Contact telephone number</b>	01772 622677	<b>Email</b>	studysupport@runshaw.ac.uk

I confirm that our Local Offer has now been published on the College/sixth form setting website.

<b>Please give the URL for the direct link to your College/sixth form setting Local Offer</b>	<a href="http://www.runshaw.ac.uk/">http://www.runshaw.ac.uk/</a> ( Main college link)		
	<a href="http://www.runshaw.ac.uk/sixth-form-college/">http://www.runshaw.ac.uk/sixth-form-college/</a>		(Sixth Form college link)
<b>Name</b>	<b>Susan Dwyer</b>	<b>Date</b>	<b>20/05/2014</b>

## Accessibility and Inclusion

Runshaw College is an inclusive, comprehensive college providing education and training to students from 16 years until adulthood.

### Information

Information about the College, courses and full range of support services is available on the Runshaw College website. Visit <http://www.runshaw.ac.uk/> for details and entry requirements for each course.

The website provides a high contrast mode and editable text size. Bespoke arrangements can be made to provide communications (such as policies and procedures) in an alternative format on request.

### Curriculum

The inclusive ethos of the setting means that staff at Runshaw College work collaboratively with students, their parents and the teaching and support teams to minimise barriers to learning for students with learning difficulties and disabilities. This allows everyone to participate successfully, achieve their learning goals and maximise their potential.

Preparation to progress into continuing education, training and employment is a vital part of what the College offers to students.

The curriculum is made accessible to students identified as having additional needs through differentiated teaching and learning resources from classroom tutors, opportunities to demonstrate their knowledge in a variety of ways, the provision of specialist support from the Learning Support team and access to a range of support services such as pastoral care, counselling, information and guidance.

### Campuses

There are three sites where education and training is provided for students and trainees.

Most students aged 16- 24 are based at the 6<sup>th</sup> Form Centre at Langdale Road in Leyland. Students undertaking Hair and Beauty qualifications are based at the Market Street campus in Chorley and a small number of trainees and students 19-24 on Further Education courses are based at the Euxton Lane campus.

The Langdale Road and Market Street campuses have accessibility to all rooms for those who have difficulty using stairs or use wheelchairs, through the provision of lifts. As new buildings are constructed fire evacuation lifts are incorporated into the new facilities.

The Euxton Lane campus is an older three storey building with no ground floor, as all floors are at half floor level. There is a lift to allow accessibility to each floor for those who have difficulty using stairs or who use wheelchairs This building does not have a fire evacuation lift.

Evacuation chairs are provided in each building. A Personal Emergency Evacuation Plan (PEEP) is provided for all students who require one. This is carried out by an experienced member of the College team in liaison with the student and shared with all staff via the College intranet.

Sensitive timetabling for students who have accessibility requirements is standard practice for the College and where possible students who use wheelchairs are able to work in ground floor rooms. This is not always possible if specialist equipment is situated above

ground level and in these cases individual meetings are held with students to agree reasonable adjustments.

Student parking is not allowed on the main campus at Langdale Road. However, the College does provide accessible parking bays for students with a Blue Badge. Student parking is allowed at Euxton Lane and there are a number of accessible parking bays situated at the main entrance to the building and other entrances. A raised ramp is available for wheelchair users travelling in specialist transport at Langdale Road and there is easy access at Euxton Lane.

There is no parking facility at Market Street; however there is public parking nearby.

There are accessible toilets with full specification layouts across all sites. At Langdale Road there are specific first aid rest rooms with adjustable beds, wash and blow dry toilets and adjustable height wash basins and ceiling hoists.

For students with sensory impairments there are hearing loops in a number of areas. Vibrating pagers are also provided and visual beacons are situated in all new building as alerts for emergency evacuation. All emergency signs use symbols, pictures and graphics.

### **Equipment**

The College works with the local authority Inclusion and Disability Support Service (IDSS) in the provision and support of specialist equipment, to minimise barriers to learning for students with a range of accessibility requirements.

Students who require assistive technology or adapted aids have the opportunity to meet with the specialist Assistive and Educational Technologist who is based in Study Support at Langdale Road. Where the College is made aware of specific needs of this type, a pre enrolment meeting can be arranged.

In liaison with the student, the technologist will review the 139a/ Education, Health and Care (EHC) Plan and any equipment or software already being used. The assessment will include identifying how cost effective technology can be utilised at college, taking into account the specific requirements of the qualification being taken and funding available to make reasonable adjustments.

Specialist and assistive technology may include adjustable furniture, specialist keyboards, specialist software, apps, CCTV cameras and support for students with cochlear implants.

### **Special dietary requirements**

Students who require a special diet will be able to meet with the Head of Catering and Retail Services at the college who will provide information and support. He will also arrange how the specific requirements of a special diet can be met whilst at college.

Runshaw provides the very best teaching to students at all levels from Entry Level 1 to Higher Education.

### **An 'Outstanding' College**

Runshaw is recognised as "Outstanding" by Ofsted and is a Beacon College. The College plays host to good practice visits from Ofsted to showcase teaching and learning and the

comments made reflect the quality of education and training provided to students.

*“Runshaw has been Outstanding for 20 years”*

*“Learning really is at the heart of things and individuals are too”*

*“You empower your students here”*

To read more visit <https://www.runshaw.ac.uk/the-pursuit-of-excellence/94-ofsted-report>

### **Courses available**

Runshaw College offers an extensive range of vocational courses and A levels. It is important to make sure that the right choices are made and that applications take into account the necessary entry requirements for courses.

To find out more about our courses, see our College prospectuses.

<http://www.runshaw.ac.uk/sixth-form-College/a-level-courses/>

<http://www.runshaw.ac.uk/sixth-form-College/vocational-courses/>

A great starting point for anyone who is interested in joining Runshaw College is to attend an Open Event to talk to staff about courses, see the facilities and look around the campus.

In September there is a full Open Day on a Saturday, the date can be found on the college website. The Open Day is a great opportunity to spend time making sure that Runshaw is the right choice for each prospective student. Students with additional needs are advised to visit Study Support at any of the open events and speak to members of the team about their requirements and the support available.

### **Learning support**

The purpose of additional support is to reduce barriers and increase independence in both learning and life so that transition into continuing education, training or employment can be approached with confidence. Support is matched to individual student need and could include technology, support workers, specialist teaching, personal and mobility care. Support is reviewed regularly and a discussion takes place with the student to see if the support is at the right level or whether adjustments are required. The Study Support Service has highly qualified and experienced learning support staff and specialist teachers who keep abreast of the latest developments through regular training and professional development

Runshaw College uses a model of support which aims at developing resilience and independence as key ways in supporting a young person to cope with transition to adult life including education, training, personal development and employment.

Support begins with high quality, personalised teaching for all students, delivered by every teacher at Runshaw College. There are clear objectives, clear explanations, technology, and lively interactive teaching styles which make maximum use of all of the different ways of learning. Close team working between subject teachers and support staff make sure that barriers are minimised within classes by incorporating reasonable adjustments to meet individual needs. Staff training on supporting learners is available to all classroom teachers, from general awareness-raising to bespoke training upon request.

Study Support provides additional support for students who are identified as having a special educational need or disability. These students will have a Learning Difficulty Assessment (LDA), Statement of Special Educational Need or, in the future, an Education, Health and Care (EHC) Plan.

Some students may have significant, complex, high levels of need and their learning and support is provided until they are aged 24, funded by their local authority. Normally, the local authority will let us know which students need this level of support. It could include in-class support, out of class support, 1-1 specialist teaching or assistive technology. Study Support works closely with schools and the local authority and will often be present at review meetings and transition meetings. We also meet with many students prior to enrolment to plan support in preparation for starting College.

Other students have learning needs which do not require the same level of support and will have additional support funded by the College. This can include 1-1 or small group work out of class, or more specialised assistive technology.

Exam access arrangements are available to eligible students in line with exam board regulations.

## **Progress monitoring and review**

### **Pre-enrolment reviews**

The Study Support Team maintains strong communication links with schools and school leavers with additional needs are highlighted through review meetings and liaison with school Special Educational Needs Coordinators (SENCOs). Those who have significant needs are identified by the local authorities.

Prospective students and their parents/carers may also attend open events and thus have an opportunity to discuss support requirements prior to starting College.

Schools and local authorities arrange transition meetings and reviews before a school leaver funded by the LA for support moves to College. The College reviews Education, Health and Care (EHC) Plans or other profiles provided by schools to endeavour to ensure that all support needs are known before transition to College takes place.

### **On course monitoring and reviews**

Students who require additional support are reviewed on an on-going basis by their specialist teacher or Educational Support Worker. Reviews are recorded, used to evaluate student progress and support adjusted in accordance with individual needs.

On line tracking of work and assessment by classroom teachers enables constant monitoring of progress with students throughout the course. All students undertake assessments in their subject areas both at the beginning of their course and formatively throughout the course to inform their individual learning plan.

Study Support liaison with subject teachers and the pastoral team takes place regularly where student progress is monitored and adjusted. Teachers are informed of reasonable adjustments and share any concerns electronically through the College Intranet which provides updated information as it occurs. Students for whom there are significant concerns are addressed at management level through Safeguarding and Support meetings

Parents receive written reports from college and are invited to attend Parents' Evenings to discuss progress.

## **Safeguarding**

Runshaw College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment.

Information and policies can be accessed via the College website or by direct request to the College.

### **Staff training and safeguarding**

All staff undertake health and safety and safeguarding training appropriate to their role and responsibilities and this is updated on a regular basis. A deputy principal has overall responsibility for safeguarding and the College has a safeguarding team of ten staff, all of whom have undertaken Designated Senior Person training. The College works in partnership with students, parent/carers and a variety of external agencies to support the safety and wellbeing of students.

All staff who take students out of college on trips and residential visits have specific training which is mandatory. In addition, risk assessments of activities, trips and visits are carried out prior to permission being given by a senior manager for external activities.

### **Risk assessment and safeguarding**

Risk assessment applies to all college employees, learners, contractors and visitors. Managers are directly responsible for ensuring that all activities, tasks and operations over which they have control are carried out with minimum risk to the health and safety of everyone.

Where a young person is deemed to be vulnerable and possibly at risk or a risk to others, an individual risk assessment will be undertaken following discussion with parents/carers, teaching and support staff and external agencies when appropriate

### **College campus and safeguarding**

Runshaw College has very high standards of health and safety and all students wear a membership card displayed on a lanyard whilst on site. All visitors must report to reception and have a visitor card. The College is not, however, a closed environment; students have freedom of access and can go off site at lunch times. It is a very busy campus, spread over a wide area, with a large number of students who all mix freely together.

There are no discrete areas for students with additional needs. There are a range of social areas and restaurants based around the campus, some of which are smaller and may appeal to students who are used to - or prefer – a quieter social environment.

Where there is evidence of exceptional vulnerability and it is agreed that a student will need support during breaks and/or lunch time supervision, this can be provided on a shared support basis.

### **Transport and safeguarding**

The College provides a safe transport system for students. Many students travel to Runshaw on dedicated student buses which travel from their home area and drop students off within the College grounds.

Some students require specialist transport that is provided by the local authority. A smaller number require extra support due to mobility issue, are vulnerable or need to be met from their transport. To cater for these students there are three drop off/pick up points at strategic places around the College. Support workers are allocated to these students.

## Health (including Emotional Health and Wellbeing)

### Emergencies

All students are required to provide the College with at least one emergency contact number.

Students who disclose a condition which could lead to a medical emergency, e.g. epilepsy, diabetes or asthma, will be given the option of a medical alert sticker for their membership card.

### Medication procedures

Students who require medication whilst at college have a meeting to explain the procedures for storage and administration. Students who self-administer medication at college have the option to store medication within a locked cabinet in the first aid rooms. Students should not keep more medication with them than they require during the college day. College staff do not administer any form of medication to students. If a student discloses that they require medication to be administered whilst at college or undertaking any college activities and a reasonable adjustment cannot be made to accommodate this, a Medication Review will be called, which includes a member of the Senior Management Team.

### First Aid

First aid information is part of the standard induction programme for new employees and learners. In case of medical or first aid emergency there is a full time qualified first aider supported by other staff from across the College who are qualified first aiders. Where specific risks have been identified, additional specialised training to deal with these situations may also be necessary, along with additional equipment.

A learner under 18 years of age or a vulnerable adult is accompanied by a member of staff until a parent/carer or guardian can take over.

### Emotional health and wellbeing

Runshaw does not offer health therapy sessions at college. If a student has a specific need for health therapies which are required to be carried out during the College day this would be individually reviewed in liaison with their health service provider.

The College regularly hosts events by the NHS, the police service and charitable organisations, to promote the safety, health and wellbeing of students.

A counselling service is available to all students and a college chaplain and multi faith room provides for the spiritual needs of students who wish to access the provision.

The Library and Study Support Curve are available throughout the College day for students who prefer a quieter environment.



## Communication

### Communication with parents/carers

Students are allocated designated members of the College as the first port of call for parents to contact. Information is provided to share with parents, guardians and carers through internet links, apps, pastoral support booklets, programme student handbooks and programme parent handbooks.

On a day-to-day basis, parents are encouraged to contact appropriate staff by telephone or e-mail to discuss progress and share concerns.

Appointments can be made with Heads of School or Heads of Study or Head of Study Support at a mutually convenient time if they prefer to meet face to face. Making an appointment is easy to do by contacting the College and ensures the best possible service by having the time available and by having all of the required information to hand for the meeting

Formal reports on progress are provided at set times during the College year.

## Working together

### Working with parents/carers

Runshaw College is committed to working with the parents, guardians and carers of students and provides many opportunities to meet staff throughout the year. These include Open events, Welcome Evenings, Parents' Nights and Award Evenings. Feedback is requested at all events in order that the service to parents can be continually improved. The College website also gives details on contacting the College on any matter via telephone or e-mail. A "Parent Portal" is being developed to improve communication between home and college.

There are several opportunities for parents to access the College in a social setting and experience at first hand the vocational work of students through the excellent theatre and musical performances and the highly acclaimed Foxholes Restaurant and Bistro. The students also run a professional, commercial Hair and Beauty Department for the public which parents may enjoy using.

There are no Parent Governors at Runshaw College; however any parent who wishes to raise an issue with the College can make contact with a college manager by making an appointment to meet, by e-mail or letter, and will receive a full response to any query or concern.

### Working with students

The College has an ethos of continuous improvement and the views of students and their feedback is highly valued. On line surveys, focus groups and Personal Tutor representative groups are planned into each college year and feedback compared with previous years to identify areas for improvement and to spread good practice. Focus groups also form an integral part of the College internal inspection process and used as

part of the Self- Assessment Report.

There is an active Student Council, the members being elected by students. The Student Council has Equality and Diversity Officer who is elected each year. Their role is to raise and present any Equality and Diversity issues at council meetings and facilitate any focus groups that are deemed appropriate. They are also involved in judging the annual Equality and Diversity Competition.

All students have a Learner Agreement whilst at college. In addition to the Learner Agreement, all students who are identified as requiring special educational provision have a Study Support document completed with the student detailing classroom reasonable adjustments, suggested learning strategies and an agreed plan of support or other requirements.

### **Help and support available**

Student Services provides an exceptional and wide ranging support service which is available to all students at the College.

#### **Help completing forms**

Some parents, students or carers may need help with completing forms and this can be made available by approaching Student Services who will be able to help.

#### **Careers advice**

Careers information, advice and guidance is available from the qualified and experienced guidance team who can help students both before and after they enrol.

#### **Discretionary Learner Support**

Students who are 19 and over should contact their institution to see if they can access Discretionary Learner Support. This is provided to support vulnerable and disadvantaged learners, who can receive support towards transport & course related costs.

#### **Bursary fund**

Runshaw College has a bursary fund which is provided by the Government to assist students who face the greatest barriers to continuing in education because of financial difficulty. Students aged 19 and over at 31 August in the year they start their study programme and who meet the criteria for the bursary will be eligible for a bursary of £1,200 a year. This includes students starting the second year of their course.

Parents, carers or students who wish to discuss the bursary or other financial support should contact Student Services by e-mail, telephone or by making an appointment to see an advisor who will be pleased to help them through the application process. Priority will be given to the following group of students if they satisfy one of the criteria below:

- students whose families receive Income Support, income-based Jobseeker's Allowance, Employment Support Allowance, or Universal Credit
- students whose families receive Tax Credit and have an annual income of £21,000 or less
- students whose families receive guarantee credit of Pension Credit
- students who were entitled to free school meals in their last year of school
- students facing exceptional financial circumstances such as a sudden drop in household income, family breakdown

Students who do not meet the eligibility criteria to receive the bursary may apply for discretionary bursary funding.

### **Free meal**

Students aged between 19 and 25 who are subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) and ESF students aged between 16 and 18 on 31 August 2014 are also entitled to a free meal while attending their provision if they meet the eligibility criteria.

### **Transport costs**

Some students may meet the criteria for subsidised transport from the local authority, who may have special transport arranged for them. Parents or carers should contact the local authority to find out details of how this is managed and the cost of any contribution they may be required to make.

For those students not in receipt of subsidised local authority transport or for students who want to develop independent travel skills, the College bus may be a suitable alternative.

The College is well served by college buses. Information about the routes and cost of transport is available at Open Events. Prior to enrolment, details will also be sent by post with an explanation about the cost and details on bus routes. A Travel ID card is issued and is valid for one academic year only, with reapplication for continuing students annually.

The current cost of the full Travel ID card is £340. For those travelling only occasionally it is possible to pay daily on the bus, but fares can cost up to £4.75 return. The cost of the Leyland Zone Travel ID card is £115 for the academic year.

College buses are not staffed by support workers.

For more information visit [www.runshaw.ac.uk](http://www.runshaw.ac.uk) where you can follow the links to the transport page, or call 01772 643000.

## **Transition to and from College**

### **Working with schools to aid transition**

Runshaw College works closely with SENCOs in partner schools and special schools to share information on students' attainment and support needs, to ensure a smooth transition to post 16 education.

Inclusive Learning Advisors attend transition and review meetings when invited to do so by partner schools for students with more complex additional support requirements. Career aspirations and suitable courses are explored, matching the level of attainment achieved by the student, in order that the best choices are made in order to achieve success. Discussion also takes into consideration the educational, personal, social and care needs of each individual student so that barriers to learning can be minimised by putting reasonable adjustments in place.

The Runshaw School Liaison team has extensive links with partner schools and delivers school assemblies and a range of sessions aimed at improving the knowledge and skills of students in preparation for transition. These include classes for life skills, CV writing, motivation, interview techniques and lunch time guidance sessions. They also attend

school careers fairs and parents' evenings. They provide one to one meetings with students and a 20 minute interview on application.

### **Transition from special schools**

Special schools have a dedicated school liaison person who attends school events, conducting interviews either in school or College and discussing opportunities at Runshaw College.

Many students from local special schools attend Runshaw's Special School Links programme whilst at school, enabling them to become familiar with the College setting and to build up confident relationships with staff. This helps them in their transition to the next stage of their education.

### **Pre-enrolment opportunities to sample college life**

Open events give a student the first taste of College but students are also invited to sampling events with their schools, giving them the opportunity to experience College life in a realistic way.

Invitations for new student days are issued in July for year 11 students. Those students who require additional support with transition are also invited to attend the "Bridging Programme" in June, prior to enrolment in August. This programme gives students the opportunity to familiarise themselves with the College and meet smaller groups of other new students before they start their full time College course.

### **Progression**

Appropriate progression routes are available based on students' attainment whilst at college. The entry criteria for all courses are available in the College prospectus.

Careers information, advice and guidance is available from the Student Services team of qualified and experienced guidance staff who can help students both before and after they enrol. In preparation for life after college, careers guidance and support is also integrated into the personal tutor curriculum. Furthermore, a "My Future Vocational Day" is held annually in College. Employability skills are integrated into each student's study programme at College. Students at Entry Level complete City and Guild qualifications directly linked to personal development and employability.

### **Enrichment/Additionality**

Students at Runshaw College have a timetable which includes all of the hours they require to successfully complete their qualification. The days and times of classes are dependent on the course they have chosen and will be over three or four days. The College does not offer provision in holidays, evenings or weekends outside the timetabled classes.

Student Services offers a full programme of enrichment at the College, including recreational sport, music, dance, archery, Christian Union, Computer Gaming and short courses, for example in First Aid & Shorthand. Each year there are changes to the provision in response to requests from students.

A lunch club allows those students who feel more vulnerable or in need of support, to make friends in a friendly and informal atmosphere.

Students on Entry Level courses often access discrete enrichment as a group of friends with the support of their teachers and support workers. Entry students enjoy a reading

club, "Six Book Challenge", volunteering opportunities, drama club and a wide range of trips and visits to enrich their studies.

Study Support provide access to a quiet games area with computers, student led Computer Games Club and a Chess Club.

Trips, residential visits and enrichment activities have accessibility considerations as part of the planning process with reasonable adjustments included to minimise barriers to inclusion.

