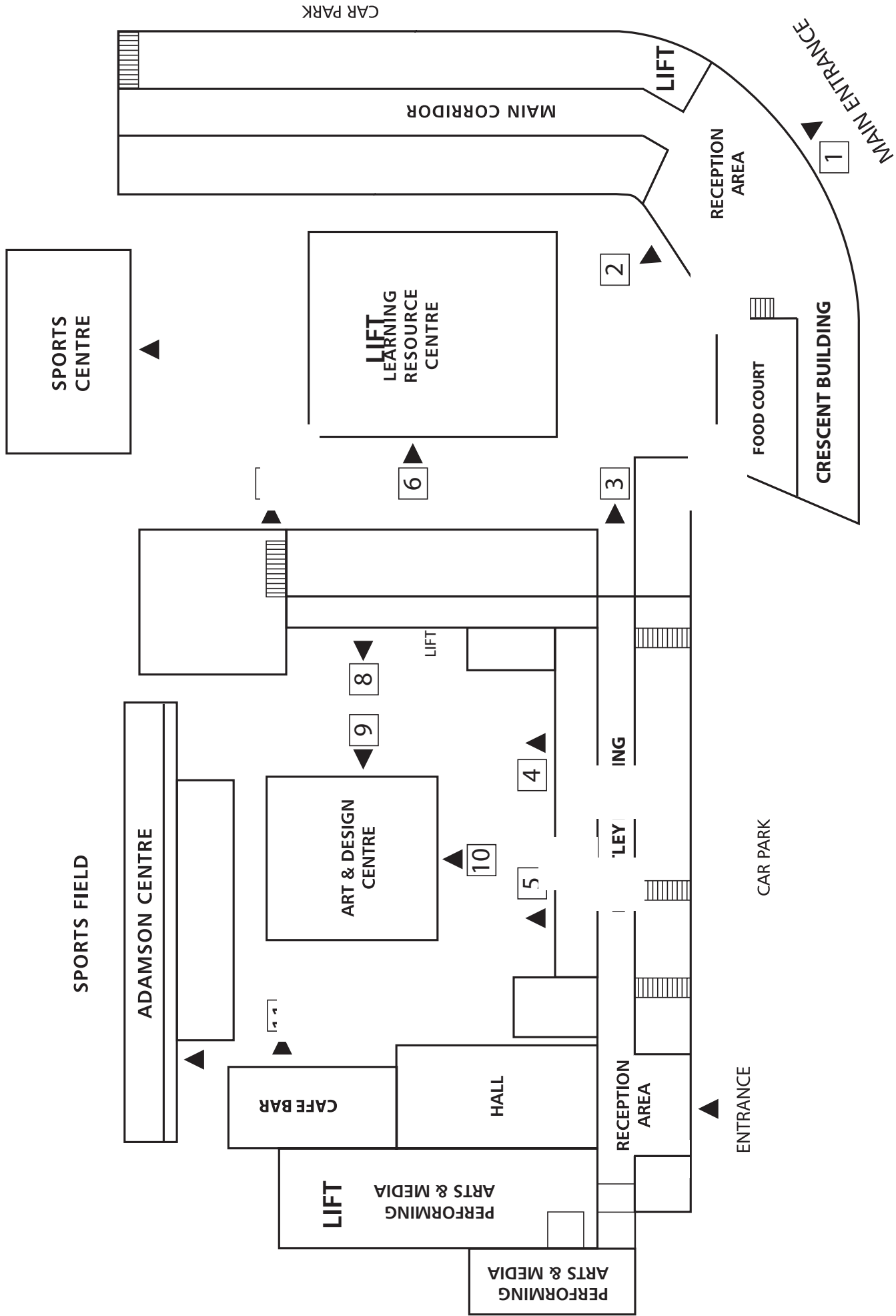


Priestley College
Welcomes
Students with
a Disability or
Difficulty

**INFORMATION FOR
STUDENTS AND PARENTS**

NOVEMBER 2009



Welcome

Welcome to Priestley College. We value every learner as an individual and we are committed to giving high quality education and support for all of our learners.

Our aim is to offer you a service which responds to your individual needs and helps you to develop your full potential.

Admissions – what help is available?

If you are aged 16–19 and need help on a course because of a disability, we advise you to contact —

Marigold Roy, Learning Support Manager, Study Support Office (L1-3 downstairs in the Learning Resource Centre).

01925 633591, ext. 256; e-mail m.roy@priestley.ac.uk

Judith Grant, Learning Support Tutor, Study Support Base (L1-1 LRC) ext. 259; e-mail j.grant@priestley.ac.uk

Fran Evans, Director of Student Services

01925 633591, ext. 206.

Adult College and Outreach adult learners should contact —

Kath Sharratt – 01925 633591, ext. 215.

Val Sankey – 01925 633591, ext. 239.

Facilities may vary in our Adult Centres. We advise you to contact the college for advice and information.

- Staff can be available to help you before you come to college and at all stages of enrolment.
- We can arrange a home visit if this would help you.
- You are welcome to visit the college to look around and discuss your needs, or you may like to come along on Open Evenings.

Where can I park?

- There is a car park in front of the main Reception.
- We have reserved car park spaces for disabled students and visitors to the main building, next to one of the entrances with a ramp.
- We can make arrangements for extra spaces if we are given notice.

Where are the toilets?

We have toilets for the disabled on the ground floor in the Priestley Building, on the first floor next to the Wicked Café, in the Learning Resource Centre, the Adamson Centre, on both floors of the Crescent Building and the Sports Centre.

What access arrangements can I expect if I use a wheelchair?

- All of the main buildings have wheelchair access.
- We have automatic doors at the main entrances to the college.
- The Crescent Cafe Bar is on the ground floor (eating and meeting).
- There is a lift to the Wicked Cafè recreational area in the Priestley Building.
- The Learning Resource Centre has access to ground floor facilities and there is a lift to the first floor.
- There are lifts to the first floor in the Crescent Building and the Priestley Building. In the Adamson Building classes can be moved to downstairs rooms in order for you to have full access.
- You will be provided with a personal Evacuation Plan for use in the event of an emergency.

How should I let you know about any difficulties I have?

You can telephone at any time (see Admissions – what help is available). We will be pleased to give you any help and advice. When you start college you will be given a form in your tutor group. There is a section on disabilities and dyslexia. We hope you will tick the boxes which apply to you. We will then be able to contact you and ask you to come and see us to discuss how we can help you.

How can you help to support my medical needs?

It is important that you are open with us about any medical needs you may have. We will discuss with you what information you feel staff need to know and what actions you prefer to be taken in an emergency. We will then draw up a Care Plan or Awareness Plan which you can circulate to your tutors. This is entirely confidential.

What kind of support would you be able to offer me?

We can provide you with information, advice, guidance or arrangements for —

- Assessment of your needs
- Examination arrangements and concessions
- Support staff to help you with note-taking
- Specialist support sessions
- Technology to support you
- Support through the Personal Tutorial system
- Transport
- Grants, awards and financial help
- Careers guidance
- Guidance on further training or transition to higher education.

Do you have any equipment or software which might be useful for me?

We work closely with a number of organisations and professionals such as —

- Warrington Disability Awareness Group
- Warrington Hearing Impaired Service
- Warrington Community Health Care (NIHS) Trust
- RNIB
- The National Autistic Society
- Speech and Language Therapists
- Child and Adolescent Mental Health Services
- Educational Psychologists
- Schools, other colleges and universities
- Connexions

We provide specific software in the Learning Resource Centre, such as TextHelp and Inspiration. We will support you in finding the best way for you to use this software.

We have a Myreader CCTV for visually impaired students and magnifying software. We can also provide dictaphones, voice-activated dictaphones, Spellmasters, Wordmasters and Alpha-smart computer companions.

Laptops are available in the Study Support base.

The college has height-adjustable desks in several classrooms and the LRC.

What help available during examinations and assessments?

We have an Examinations Officer who liaises closely with Study Support. Suitable arrangements can be made for you to have the following according to your assessed needs —

- Extra time in examinations
- Change of room to the ground floor
- Use of a PC or laptop
- A reader
- A scribe
- A separate room
- Change of seating arrangements in the examination room if this would help you.

If you have a report from an Educational Psychologist or a statement, it is important that you bring it to Marigold Roy, Learning Support Manager. We need to have a copy before we can make arrangements for you to have examination concessions. If you do not have a report but feel you need an assessment, please see Marigold Roy.

Are there experienced staff?

We have considerable expertise in supporting students with a wide range of difficulties and disabilities. All staff have training in a range of specific difficulties and we attend external courses on disability and related issues on a regular basis.

We have found that it is often helpful to discuss with you what might help you in the classroom. We would ask you to be as open with us as possible and we can then discuss with you how much information you would like us to give to your tutors in the form of guidelines. This will help staff to meet your needs as much as possible in a way that suits you.

We can also provide you with support from specialist members of staff who have qualifications and expertise in dyslexia and disability.

If there is some other way in which we can help you, please let us know. We have an absolute commitment to the policy of equal opportunities for all students and will make the best possible effort to meet your needs within the resources available to us. You may also wish to refer to the College Charter for further information.

We very much hope that you will enjoy your time with us at Priestley.

This booklet can also be provided in the following formats:

- **Tape**
- **Large print**
- **Disk**
- **Intranet**
- **on coloured paper**

Ask in the Learning Resource Centre