



**PRIESTLEY**  
◆◆◆ COLLEGE ◆◆◆

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# Priestley College Welcomes Students with a Disability or Difficulty

**INFORMATION FOR  
STUDENTS AND PARENTS**

June 2013



## Are there experienced staff?

- 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, a statement or any other evidence, it is important that you bring it to Marigold Roy, Study Support Manager. We will then book you in for re-assessment for your examination concessions. This is a requirement of the exam board. Please see Marigold Roy.

We have an expanding team of Study Support Assistants and we have considerable expertise in supporting students with a wide range of difficulties and disabilities. We also deliver cross College awareness raising sessions. 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 also deliver regular Awareness Sessions.

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 any 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

Please ask in the Learning Resource Centre.

## 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 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?



Marigold Roy



Judith Grant



Fran Evans

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

**Marigold Roy**, Study Support Manager, Study Support Office (L1-6 downstairs in the Learning Resource Centre).

01925 624464; e-mail [m.roy@priestley.ac.uk](mailto: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](mailto: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 624455

*Facilities may vary in our Adult Centres. We advise you to contact the college for advise 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 and discuss your needs and you will have the opportunity to look around and speak to staff on Open Evenings.

## Where can I park?

- There are car parks in front of both the Reception entrances.
- We have reserved car park spaces for disabled students and visitors to both the Priestley and Crescent buildings, 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 Arts 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 entrance to the College.
- The Crescent Cafè 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 Priestley Building. In the Arts Centre 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 to complete. There is a section on disabilities and dyslexia. We encourage you to 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 health needs?**

It is important that you are open with us about any health 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 with you which you can share with tutors. This is entirely confidential. Provided we are given notice, we can make provision for a range of dietary needs.

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

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

- Pre-registration interviews and visits where needed.
- Specialist assessment.
- Flexible support according to your need or preference.
- Study Support base for booked or drop-in sessions.
- Specialist support sessions.
- Support on catch-up days.
- EXOP – extended study support at the end of the College day.

- SORTED! Workshops to develop a range of skills.
- Examination arrangements and concessions.
- Specialist technology to support you.
- Support through Personal Tutor and Senior Tutor system.
- Transport advice.
- Advice on grants, awards and financial help.
- Progression guidance: employment, further training or transition to higher education.

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

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

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

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 Myreader CCTV for visually impaired students and magnifying software. We can also provide digital recorders and Alpha-smart computer companions.

Laptops are available in the Study Support base. Should you need any adjustments to furniture such as desks or chairs, please let us know well in advance.

## **What help is available during examinations & assessments?**

We have an Examination Officer who liaises closely with Study Support. Suitable arrangements can be made for you to have the following according to your assessed needs (please note - you will need to be re-assessed on entry to college)

- Extra time in examinations.
- Change of room to the ground floor.