



DISABILITY STATEMENT

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Varndean College Policies and Procedures

Varndean College

Disability Statement - Policy and Procedures

1. POLICY

Our Mission Statement

“Varndean College will, through the quality of its provision and support for a diverse community, encourage and inspire all its students to fulfil their potential”

Varndean College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

2. NAME OF CONTACT Jill Sawyer
Additional Support Manager
Tel: 01273 508011

3. ADMISSION

Students with disabilities as defined by the 2000 Disability Discrimination Act are able to visit the college by arrangement to observe or take part in lessons which are of interest to them.

An initial assessment of a student's need is made by the Additional Support Department in consultation with the student, those currently responsible for the student's support, local authority advisers where appropriate and the Course Co-ordinator of the courses the student wishes to follow.

It is important that students inform us of all their likely needs at as early a stage as possible.

4. CONFIDENTIALITY

The College recognises that students with disabilities have the right to confidentiality about the nature or degree of their disability. Applicants will be offered the opportunity to discuss their disability and its implication for their college life in private, in a way that suits them (private interview; telephone etc). Interviewers will ask all interviewees whether they have any disabilities for which they would need any particular aids or adaptations. Staff who come into contact with students with disabilities will be told what adaptations they need to make for particular students, but they will not be told the reason for the adaptation unless the student gives their permission. Adaptations will be made as discreetly and as sensitively as possible

5. PHYSICAL ACCOMMODATION AND ACCESS

MAIN BUILDING

Audio loops are fitted at reception and the issue desk in the Learning Resources Centre.

There is wheelchair access to the whole building. A lift provides access to the 1st floor and Hall. The Learning Resources Centre, Careers Library, Additional Support,

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IT facilities and Cafeteria are all located on the 1st floor of this building. The Counselling Service is located on the ground floor..

Disabled toilet facilities which allow wheelchair access are located on the ground floor and 1st floor of the main building.

There are two exits with wheelchair access at first floor level.

Hutchins Wing

There is wheelchair access to this building through the North East entrance.

Modern Languages, Humanities (Geography, Travel and Tourism)Key Skills and Biology

There are ramps which provide wheelchair access to these buildings.

English and Humanities (History, Politics.Archaeology)

There are two blocks of three rooms in the College which have no wheelchair access. Arrangements can be made for English and Humanities classes to take place in other rooms in the College.

Car Parking - There are parking bays for the disabled in the North West and East car parks.

6. Educational Facilities and Support

- Curriculum support is provided through Additional Support into which students can opt.
- In class support can be provided when necessary.
- Specialist teaching for students with sensory impairments is provided as required.
- We have the services of an Educational Psychologist.
- 3 members of the Additional Support Team have specialist teacher status and are able to assess students' needs
- Lap-tops are available for students with specific learning difficulties.
- Wireless access is available in room 16 so that students can use laptops and any software packages on them in Room 16
- 6 Work Stations are available exclusively for the use of students with learning difficulties. These have 17" monitors designed for clarity and have specialist software packages* of use to students with specific learning difficulties or visual impairment. The workstation chairs are ergonomically designed for students with back problems.

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* JAWS, Read and Write and Dragon Professionally Speaking (a voice recognition package). A program to produce audio tapes from text (Kurtzweil) is also available.

- Large print notes can be provided.

The support described can be accessed by personal enquiry or by completing the space on the application form at interview.

7. Examination Arrangements

Our policy is to provide the support that any student on one of our courses needs to enable them to sit the examinations in that course provided that this is allowed by the examinations board. For internal examinations the student would be entitled to the same support as for the external examinations.

In the past, we have provided separate rooms, lap-tops, amanuenses, readers, reworded exam papers for the hearing impaired and invigilation for extra time.

Other provision: rest breaks for those with certain medical conditions; examinations at home where practicable in certain cases.

8. Other Support

a) Welfare and Advice

We have no specialist advice centre for students with disabilities, but our welfare information service has up to date information on the rights of the disabled. The service is called Ask Here and is run by Linda Bailey.

b) Careers Guidance

The careers department at Varndean is run by Marion Bennett. Phil Cawston, a member of Connexions Service, offers an early careers interview for students with learning difficulties and disabilities. He also liaises with the Brighton and Hove Adviser for students with special needs.

c) Counselling

The counselling service at the college is provided by Lorraine Butcher who is a member of BACP (British Association for Counselling & Psychotherapy) and an accredited counsellor. She is available, by appointment for confidential counselling to any enrolled student. She may have prior contact with a student before the student enrolls to support students through the transition from school to College.

9. Complaints and Appeals

A copy of the full procedure is attached as an appendix to this document

Revised September 2005