



What is this statement for?

At Hadlow College, we want all students to be successful. We welcome students with disabilities or additional learning needs and this statement shows you what support we can offer to help students to enjoy their time at the College.

Our aim is:

- To make sure, as far as we are able, that learning or physical disabilities do not prevent students from joining the course of their choice
- To provide a confidential environment where we can discuss any needs that a student may have
- To provide help and support so that all students can achieve their learning goals

If accessibility or special equipment is particularly important for you, we recommend that you contact us and ideally pay a visit even before you apply so that we can both be confident that we can meet your individual needs.

Who should I contact to talk about what I need?

If you have any additional learning needs that affect your learning the **Learning Support Team** will be able to help you. The team can:

- help to identify what support or equipment you may need
- identify support staff whom will assist you such as a note taker or communicator who uses British Sign Language
- Arrange support for you during exams
- Advise you on a wide range of issues relating to additional support and life at Hadlow college
- Arrange a visit to the college before you apply so that you can decide if the college is suitable for you

If you would like to talk to someone about your special requirements then please contact Gill Speed our Essential Skills Manager.

Gill Speed
Hadlow College
Tonbridge
Kent
TN11 0AL



Tel: 01732 853209

Fax: 01732 853207

Email: gill.speed@hadlow.ac.uk

You can also arrange to meet Gill during weekdays from 9-5. Please contact the College Reception and they will arrange this meeting for you.

How can I find out about what else is available at the College?

Our **Student Services** department at Hadlow provides information, guidance and support for all learners. The student services team can provide:

- Information and guidance about courses and degrees
- Information on the wide range of services available at Hadlow, for example; accommodation and leisure facilities
- Information on childcare
- Access to a confidential counselling service

A member of the team will be happy to meet with you if you decide that you would like a chance to discuss the possible options face-to-face.

Please contact the team on: 01732 850551

What do I have to do to start on a course at the college?

We ask students to complete an application form. On the form we will ask you to tell us about any learning difficulties, disabilities or other support needs that you may have. You may wish to talk to Gill Speed before you even start your application form, as she will be able to discuss your needs and can help you with your application if you need it. If you have any worries at all about access to the college then we would recommend that you come and visit the college to look at what is available and to see what kind of support we can offer you.

When we have received the application form we will ask you to come for an interview. The purpose of the interview is to make sure that you have chosen the best option for you and to make sure that you meet any criteria that have been set for the course.

If you mark on the form that you have a disability or an additional learning need then a member of the Essential Skills Team will also attend the interview with you to discuss your support arrangements. Any information that you tell us at any stage will be sensitively handled. We will not pass on information to anyone else



unless you agree to it. We would like you to be honest as possible however so that we can make sure that we are providing all the support that we can. We fully expect to be able to offer you the type of support that you need, however in very few cases we may not be able to offer the particular type of support that you may need to succeed at your course. If this is the case then the reasons for this will be fully explained to you and the Essential Skills Team will try and help to find you a more suitable course.

What particular type of support could I expect?

a) We have **staff** who can help you with

- Literacy and Numeracy
- Dyslexia, Dyspraxia, ADD and ADHD
- Learning Difficulties

We can provide you with support staff such as

- A communicator who uses British Sign Language
- A note taker
- A reader

b) We have the following **equipment** available

- A computer suite available to all students which can be used for word processing, spreadsheets and finding information
- Laptops
- Dictaphones
- Conversor
- Hearing Loops
- Radio Aids
- Adjustable height computer desks
- Flexcam
- Mimeo Board
- Language Master
- Large Computer screens
- Digital Cameras

We are currently building up our stock of specialist equipment. In some cases these can be hired so please still contact us if there is something that you feel that you may need but it is not currently listed.



What other type of support is there?

- Learning materials can be made available in larger print and on different coloured backgrounds to make reading easier
- 1 to 1 support
- Drop-in workshops
- Links to specialist agencies which can help with visual impairment and hearing impairments
- Access to a confidential counselling service

Can I get help with tests and assessments?

If you need help with tests or examinations then we need to know *as soon as possible* so that we can make arrangements with the Examining Board. They will ask us to send a formal letter asking for special arrangements and they will ask to see written evidence of your specific need. The Essential Skills Team will need to have this information at least one month before the examination to allow the special arrangements to take place. As soon as you realise that you may need changes to the way you take examinations or the way that you complete work that has been set for you then you should let Gill Speed or your course tutor know.

Some examples of the kind of arrangements that could be made for you are:

- Extra time to take the tests
- A person to read/write for you
- A room on your own
- Papers in large print
- Papers on tape
- Video evidence
- Questions and answers in British Sign Language

What about medical support?

If you have a disability, which means you occasionally need medical attention, e.g. diabetes, asthma or epilepsy, it is important that you let the college know so that we can make appropriate plans. The college also has a group of trained first-aiders on site.



What if I have special dietary needs?

The college refectory always has a range of vegetarian and non-vegetarian meals. If you have a special dietary need then special meals can be arranged for you. Please inform Gill Speed, preferably before you start at the college, so that the refectory manager can be informed.

How accessible is your building?

The college has a number of centres and the accessibility of the buildings at these locations does vary. If you feel that you may have some access difficulty (for example because you have a particular mobility difficulty, a visual or hearing impairment) it is important that you visit the college or satellite centre to find out if it meets your needs. The college would like to encourage people to visit us before they have applied to the college, as this will give us the opportunity to jointly plan and make any adjustments that might be needed. You can also visit us at any time after you have applied to the college.

Accessibility

Site	Building	Disabled Access	Lift	Disabled Parking	Shared accessible toilets	Male accessible toilets	Female accessible toilets
Hadlow Campus	Maplesden	✓	N/a	✓	✗	✗	✗
	Northbourne	✓	✓	✓	✓	✗	✗
	Bourne Grange	✓	N/a	✓	✓	✗	✗
	Elgar	✓	N/a	✓	✓	✗	✗
	Court Lane	✓	N/a	✓	✓	✗	✗
Mottingham Campus		✓	N/a	✗	✓	✗	✗
Canterbury Campus		✓	N/a	✗	✓	✗	✗
Abbey School Campus		✓	✓	✓	✗	✗	✗

The college is constantly working towards improving access and there is a planned programme of improvements that will take place during 2005.



Is there any financial support to help me?

The college understands that some students with particular needs may need to access some additional funding to make the most of their training programme. It is possible for us to gain funding from the Learning and Skills Council and funds earmarked from the college's own budget. We will try to make this available if at all possible. The funding is not in the form of a grant or allowance that is paid direct to students but will be used to buy additional equipment or additional support.

For Higher Education students the Disabled Students' Allowances (DSA) is a major source of funding for undergraduates and graduates and it is administered by the Local Education Authority. The DSA can provide financial assistance for equipment and for academic support. Alternatively your local Social Services Department may also be able to help with personal care costs.

Please contact the Essential Skills Team if you require further information on funding.

How do I contact you?

Hadlow College
Tonbridge
Kent
TN11 0AL

Hadlow College
General Enquiries

Tel: 01732 850551

Gill Speed
Team Leader Learning Support

Tel: 01732 853209
gill.speed@hadlow.ac.uk

Amanda Beckett
Student Services Manager

Tel:01732 853218
amanda.beckett@hadlow.ac.uk

Lorna Davis-Holmes
Equality and Diversity Manager

Tel:01732 853287
lorna.davis-holmes@hadlow.ac.uk

Last reviewed Jul 07