

Policy on Support and Guidance including College Disability Statement

Halesowen College is committed to promoting the practice of fairness and to eliminating inequality based on the grounds of age, disability, learning needs, family responsibility, marital status, culture, ethnicity, nationality, religious beliefs, gender, sexual orientation, trade union activity, unrelated criminal convictions or other irrelevant criteria. We aim to recognise and value the contribution made by each individual to our learning environment.

The College strives to ensure that all staff and learners, whether existing or not of potential, receive fair treatment when making an application; and in terms of their retention, achievements and employability, not least in relation to under-represented groups within the community. For further information about the procedures of Disability Support Allowance, for learners applying for Higher Education pathways, and step-by-step guidance taking you from application to receiving support please view the <http://www.yourdsa.com> website.

In order to promote Equality and Diversity the content of this policy has been reviewed to ensure that all learners are treated fairly. Please read this in conjunction with our Special Educational Needs and Disability Policy.

The College is committed to assisting all learners to reach their potential in learning and to gain maximum benefit from the opportunities offered during their period of study by:

- providing effective support and guidance
- monitoring punctuality, attendance and progress
- maintaining effective communication being a trauma informed college.

A personal coach will be assigned to each full-time student whose role will be to:

- meet and support tutees at least once a week in order to form a partnership based on trust and respect.
- ensure that tutees receive a general induction to the College, including an explanation of the College Code of Conduct, including guidance about students accessing the internet whilst they are at College. It will also cover their rights and responsibilities, as well as key messages, for example, keeping them safe, E-Safety, Equality and Diversity, Prevent.
- provide advice on access to College facilities and services such as counselling, careers and mental health support.
- help to develop an individual learning action plan and to maintain a record of achievement on MyHalesowen
- conduct a regular progress review of the tutee's programme of learning to ensure true potential is identified and achieved.

- provide tutees (and, where appropriate, parents, guardians or employers) with a progress report at least once each year.
- provide advice and support with study skills and other programmes offered as part of the pastoral curriculum.
- provide help in planning for progression into employment or further/higher education to ensure that tutees with SEND are receiving the appropriate support from all curriculum staff as per their ISP and EHCP.

Responsibilities are explained in the Student Handbook and form part of a learner's agreement with the College. Learners will be required to attend and participate in all tutorial, Independent study and course sessions.

For adult part-time learners, advice and guidance information about College facilities, careers opportunities, UCAS applications and progression to other College courses is available in the first instance from the subject teacher who will provide direction to the appropriate support services. Pastoral Lead/Curriculum Directors and Curriculum Managers have responsibility for part-time learners and are available to provide support and guidance.

All learners are entitled to access support services appropriate to their need and in order to create an environment of respect and tolerance. Full-time learners will participate in themed weeks such as Equality/Diversity.

Reviewed / Approved	By
Reviewed by	Jo Williams
Consulted with	
Approved	Yes
SLT approved	Yes
Website	Yes
Policy Code	03U