

Disability Statement

How Harlow College can help you!



**HARLOW
COLLEGE**

**STUDENT
SERVICES**
at Harlow College

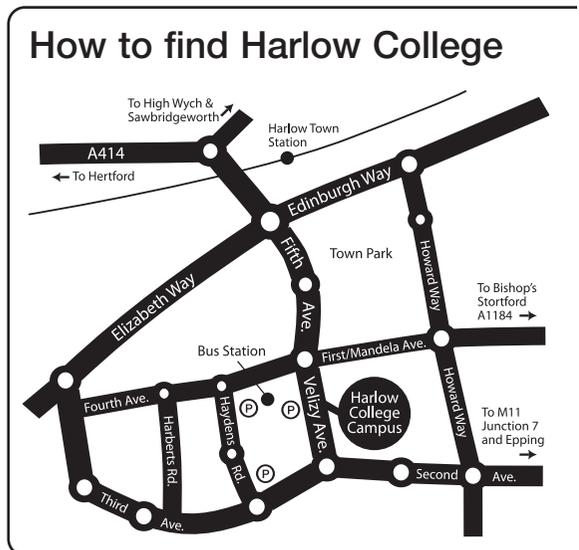
Disability Statement

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Town Centre Harlow Essex
CM20 3EZ
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www.harlow-college.ac.uk



A message from Karen Spencer, The Principal



“As a College we are committed to helping all of our students succeed. We recognise the importance of providing you with high quality teaching, learning and assessment, alongside the specific support you need to achieve your goals.

Our tutors and the Learning Support team are here to provide you with the support you need to learn successfully and to progress. We will encourage you to discuss your needs and goals, to make sure we support you as effectively as possible. We are proud of the College’s track record in opening up opportunities for students with disabilities and learning difficulties.

At Harlow College, you can expect to study in an environment that positively encourages equality of opportunity and refuses to tolerate discrimination, in any form. Our Disability Statement affirms our commitment to these principles and provides you with a guide to the support we have available.”

Karen Spencer - Principal

Disability Statement

Harlow College commits itself to the active promotion of equal opportunities in all areas of the college's life and work.

Our Vision

The College recognises the barriers faced by people with disability in accessing and achieving in further education. Our vision is to create an accessible and supportive environment for staff and students. We aim to provide equality of opportunity and freedom from discrimination on the grounds of age, colour, creed, disability, ethnic origin, gender, marital status, nationality, race or sexual orientation, in line with the Equality Act 2010 and Children and Families Act 2014.

When should I contact the College about support?

If you have a disability we would encourage you to come and speak to us as soon as possible. As a general guide, the earlier you can do so the better. You can contact us at the following stages:

At School

If you are at school, appointments can be made with us directly, or through your school.

During your application to Harlow College

When you are filling in your application form, complete the section about 'Learning Support'. A member of the Learning Support Team will then be able to attend your interview to discuss your support needs.

You can bring someone along with you to the interview - we often have parents, friends or teachers attending with future students. In some instances our staff may contact you before the interview or ask to meet with you again after the interview.

At College

Following new legislation around SEND reforms (Special Educational Needs & Disabilities in the Children & Families Act 2014), the College is committed to liaising with all agencies to ensure appropriate support. We will work closely with those students with Education, Health & Care Plans (EHCP) to ensure they have a smooth transition to College. If you are at college already you can contact the Learning Support Team to discuss your support needs.

At whatever stage you talk to us we will try to match your individual needs with the appropriate level and type of support. We actively encourage our learners to disclose any support they feel they need as this can help us provide tailor-made learning that fits the needs of the individual.

As a student you have the right to request that the existence of your disability be kept confidential. Once you have made us aware of your disability and have agreed for the information to be passed on we will ensure that this information is passed on to relevant members of staff only. We will ask you to complete a personal disclosure form for this purpose available with your enrolment pack.

How to apply

Full-time

Complete an application form, available on-line for your chosen course and fill in the section headed 'Learning Support'.

Once you have applied our Admissions Team will arrange an interview date for you. It helps to let us know if you will need specific interview arrangements, like signing, so we can arrange them in plenty of time.

If you would like to meet with us informally before your interview, we can arrange this for you. All you have to do is contact the Learning Support Secretary on 01279 868210.

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Part-time

Contact our Admissions Advisers directly. You will need to make them aware that you need additional support for your learning. We will then contact you to discuss, and agree, the best and most realistic way to meet your needs.

Courses for students with Learning Difficulties/Disabilities

Courses for students with Learning Difficulties/Disabilities. For advice and guidance about the courses we offer and the support available please contact Rosemary Shaw on 01279 868071 and/or Assistant Academy Manager - Supported Studies on 01279 868203.

Does Harlow College offer an alternative to Specialist Colleges?

Sometimes we are asked for information when a student wants to go to a specialist college and needs to know if Harlow College can provide a suitable alternative. We will always invite you for a discussion and give you an honest assessment of our capability to meet your needs. As a college we try to work closely with Local Education Authorities (LEAs), schools and the Children & Young People with Disabilities Service to help students, parents and others make the best decision for a prospective student, including those with an Education, Health and Care Plan.



What support is available?

The Learning Support Department:

- Offers advice and can assess the level of support you will need before you join the college, and whether we will be able to provide it to the necessary standard
- Arranges for specialist equipment, support and aids to be available for your needs, within available resources
- Makes applications for special arrangements to be made for examinations
- Co-ordinates the provision of classroom support, such as signing, note-taking and help with practical activities
- Liaises with other tutors and staff to ensure your learning needs are met

Who can I contact about Learning Support?

Whatever your difficulty or disability you can contact the Learning Support Team who can give you advice and guidance.

Please ask for the Learning Support Secretary who will be pleased to help you with your enquiry.

Tel: 01279 868210

Fax: 01279 425699

Email: wwest@harlow-college.ac.uk

Specialist Staff

We have staff with experience of supporting students in many areas, including:

- Skills for Life
- British Sign Language
- Deafness and Hearing Impairment
- Learning Difficulties
- Mental Health
- Specific Learning Difficulties (e.g. dyslexia)
- Autism Spectrum Disorder/Asperger's
- Support for the Visually Impaired
- Physical Disabilities

Where expertise is not directly available within the college we have well established support agreements and liaison with local and national organisations.

Examinations and Assessments

We can provide help for exams and assessments. The Learning Support Team will arrange any special reports needed by the Exam Board and pass the details to our Exams Office, who will arrange the support.

Provision might include:

- Extra time for written tests if you have a special learning difficulty like dyslexia
- Specially printed or enlarged papers
- A reader or writer
- A private room

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- Extra breaks in exams if your medical condition means you need to take periods of rest
- A communicator or BSL interpreter for oral assessments

We can also help in emergencies, such as a student being taken seriously ill or having a short-term problem like breaking their writing hand.



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Resources and Equipment

We have a wide range of resources which include:

- **Colour Magnifier** - For enlarging texts
- **Computers & iPads** - There are machines in learning areas throughout the college
- **Dictaphones**
- **Voice Recognition Software**
- **Laptops** - For students with specified needs
- **Large Screen Computer Monitors**
- **Portable Hearing Loop** - To enable access to tutors for students with hearing impairments



Transport

For transport information, including bus and train timetables and fare concessions, please contact the Bursary team on 01279 868057 and/or our Admissions Advisers on 01279 868100.

Moving Around Harlow College

There is ramped access to the ground floor of all buildings.

Lift access is available to all first and second floors.

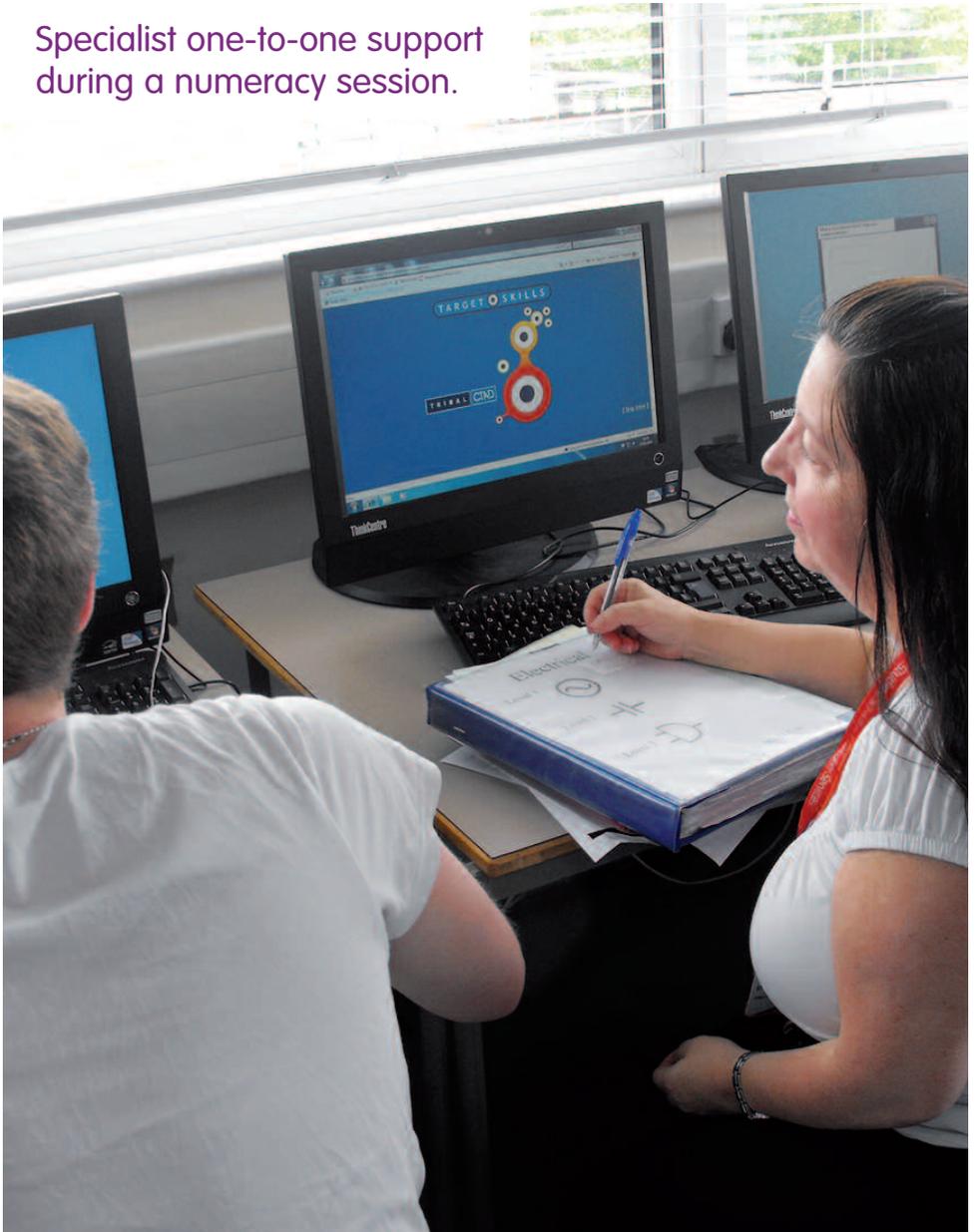
All buildings (with the exception of buildings J, K, N and O) have ground floor accessibility toilets.

Disabled Parking

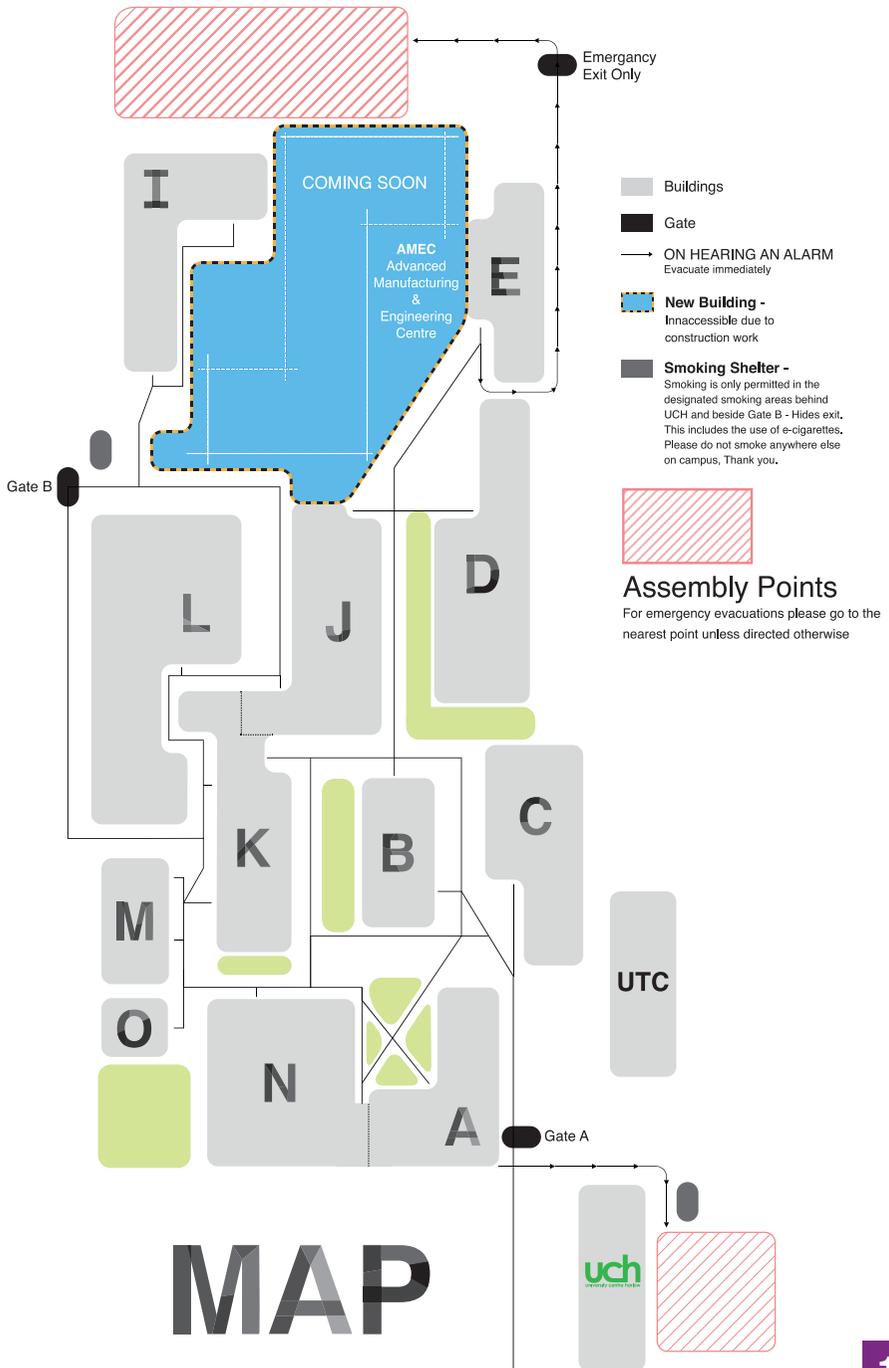
Parking for blue badge holders is available in the main car park outside Reception.

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Specialist one-to-one support during a numeracy session.



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Queries and Comments

If you have any queries or comments regarding anything in this document, please contact:

Sallyann Abdelmoula (Assistant Principal, Student Services)

01279 867462

Rosemary Shaw (Head of Department, Learning Support)

01279 868071

Useful Phone Numbers

Admissions Advisers (Full-time and Part-time courses)

01279 868100

admissions@harlow-college.ac.uk

Learning Support Team

01279 868210

wwest@harlow-college.ac.uk

Main Switchboard

01279 868000

Harlow College Velizy Avenue Town Centre Harlow Essex CM20 3EZ

www.harlow-college.ac.uk

We look forward to welcoming you to Harlow College.



Disability Statement

This document is available in accessible formats and in community languages upon request.

Learning Support
Harlow College Velizy Avenue Town Centre
Harlow Essex CM20 3EZ

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Updated January 2016

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