

GETTING READY FOR COLLEGE



From the
Additional Learning Support Team



We wish you a warm welcome

This pack is for new students who want information about **Additional Learning Support** at **Coulsdon Sixth Form College**.

It will also help you learn more about the wider college so you can feel better prepared to start your college career with us.

We understand that the world is very different at the moment and you will be starting college in a very different way. We hope that the information in this pack will answer some of the questions you have and help familiarise yourself with the college.



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- ✓ Wellbeing
- ✓ Advice on Coronavirus
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Additional Learning Support



Meet the team

The Additional Learning Support Team has a wide range of staff.

Head of Additional Learning Support: [Iona Alberto](#)

Senior Additional Learning Support Coordinator: [Hannah Rice](#)

Additional Learning Support Coordinator: [Natalie Janali](#)

- ✓ Speech and Language Therapist
- ✓ SpLD (Dyslexia) Tutor
- ✓ ASD (Autism) Tutor
- ✓ Senior Learning Skills Practitioners
- ✓ Learning Support Practitioners
- ✓ Learning Support Practitioners – Work Based Learning
- ✓ Education, Health and Care Plan Coordinator
- ✓ Funding and Admin Officer



Getting Started

At enrolment, or beforehand, you will have the chance to sit down with one of the team and complete a form where we document all the important information about your condition.

We might need to carry out a risk assessment for you depending on your support needs. We have to make sure we assess the risk and make the environment safe for you and others.

We might also decide that you need help evacuating the building during an emergency and in that case we will need to do a personal emergency evacuation plan to show you where to go and what to do if this happens.

It is also important to let us know if your conditions change or if you are diagnosed with any new conditions through the academic year.



Supporting you in class



We will ask your permission to share information about you with people like your teachers.

It is important that we do this so that they can adapt their lessons to meet your needs.

We will give your teachers advice and guidance on reasonable adjustments and the support you can receive whilst studying with us.



Additional Learning Support Base



The Additional Learning Support department has a base room that can be accessed on the ground floor behind the student services reception.

If you have any questions about Additional Learning Support this should be the first place you come. The Learning Support Practitioners (LSPs) and Additional Learning Support Coordinator are always on hand to assist you.

Support Available

The Additional Learning Support Department can offer you a range of support depending on your level of need. This can include;



- ✓ 1:1 In class Support
- ✓ 1:1/ Small group out of class support
- ✓ Workshops
- ✓ Speech and Language therapy
- ✓ Access to specialist staff
- ✓ Specialist equipment and software



Exam access arrangements

It is important that you tell us if you think you may be entitled to exam access arrangements as soon as possible to ensure that this is in place.

Exams can be scheduled early on in the academic year and we need to make sure that we have been able to agree your arrangements well in advance.

Exam access arrangements can include;

- ✓ Extra time
- ✓ Smaller room
- ✓ Reader
- ✓ Scribe
- ✓ Practical assistant



Keeping up to date

It is important that you keep the college updated with your contact details and check your voicemails, text messages and emails regularly as this is how we will get in touch with you.

Do ensure that you come and see the Additional Learning Support Team if we have asked you to, as it could be something very important.

We look forward to welcoming you to the college and our department.

ALS@coulsdon.ac.uk

01737 551176 (Ext 150)



Learning at Coulsdon Sixth Form College



Keeping up to date

Your classwork will take many forms;

- ✓ Teacher led presentations
- ✓ Notetaking
- ✓ Course- book tasks
- ✓ Research on the internet
- ✓ Class discussion
- ✓ Practical work



What to expect from a lesson



- ✓ There will be a teacher who will register you into class
- ✓ The teacher will then begin the lesson, explaining the lessons and topics of your choice
- ✓ You may have a Learning Support Practitioner (LSP) in class to help you and your classmates with your work.
- ✓ LSPs will also help you to check your spelling and help you follow your tasks
- ✓ Use a pen and paper to take notes in lesson, use your highlighter to mark important information.

Equipment

Please bring these items to your lessons;

- ✓ 2 Pens
- ✓ 2 Pencils
- ✓ A notebook/notepad
- ✓ USB Stick
- ✓ Ruler
- ✓ Highlighter
- ✓ Calculator
- ✓ College ID Badge



Time management

- ✓ If you have a phone with a camera, take a picture of your college timetable
- ✓ Prepare your bag the night before college
- ✓ Set an alarm that allows you enough time to check for any delays or changes to public transport
- ✓ Make sure you plan to arrive to college at least 15 minutes before you first lesson



Maximising your potential

- ✓ Use a paper planner or one on your phone if you have one to record important deadlines
- ✓ Get enough sleep, 8 hours a night is usually enough for most people
- ✓ Listen attentively in class, take notes, and ask questions if you're not sure of something
- ✓ Avoid distractions like your mobile and social media
- ✓ Work on one thing at a time and remember to take breaks

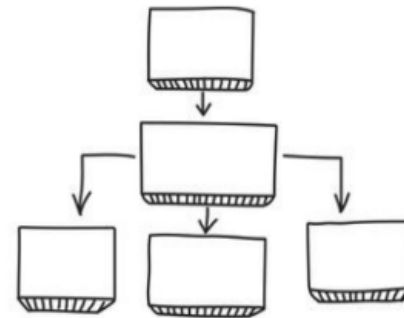


Notetaking

The notes you take will help you to revise and plan your assignments.

Be ready to take notes;

- ✓ When a teacher delivers a presentation
- ✓ When you watch a video
- ✓ When taking part in a discussion



Why not experiment with different ways of taking notes - Mind mapping and other graphic organisers can be quicker and easier.



Read widely

- ✓ Get ready to read widely!
- ✓ Go beyond the course handbook
- ✓ Visit the ILC and ask about our wide selection of E-Books



Wellbeing



Understanding your feelings



We all have good and bad days.
It is important to recognise when our feelings
are impacting our everyday lives.
But how can we do this?



Are your feelings stopping you from doing day to
day activities that you used to enjoy?
Are your feelings stopping you from achieving
your goals?



If this sounds familiar you may need to
think about how you can help yourself to
feel better



Types of Wellbeing

Social Wellbeing

This is about feeling like you belong; to a group, in the workplace, in college. It includes making good relationships with others and feeling a sense of social inclusion and social stability.

Emotional Wellbeing

Good emotional wellbeing allows you to be able to function in society and overcome daily challenges.

Physical Wellbeing

Physical wellbeing is not just about being free of sickness. It is about having a healthy lifestyle that gives you a balanced body, mind and spirit - which will help you to avoid conditions and diseases associated with unhealthy living.



Signs and Symptoms

If someone is struggling with their wellbeing , they may display the following;

- ✓ Changes in sleep patterns
- ✓ Becoming withdrawn or less social than usual
- ✓ Changes in eating patterns
- ✓ Change in appearance - weight loss or gain, lack of self care
- ✓ Personality shifts - becoming more irritable or emotional



Managing Social Wellbeing



Spending time with supportive people you can trust. This could be a friend, family member or mentor



Youth Clubs can allow you to express interests in different self care techniques:

- ✓ Sports activities
- ✓ Travelling to new places
- ✓ Playing music



Volunteering is a useful distraction and can give you a sense of achievement by helping others



Have a laugh!
Humour can distract you from negative thoughts.

Managing Social Wellbeing



Talking to someone who is trained to listen; like a therapist or a counsellor



Choosing activities like physical exercise or music will address both emotional and physical satisfaction



Managing your time by setting up a plan at the start of the day



Finding a place that will give you the space to think



Set up a goal. Work on one goal at a time



Making an appointment with your doctor to discuss other treatments



Good sleep patterns



From School to College: Changes & Challenges

Knowledge
is power 

Write down the positives that have come from this change, maybe due to this change in your life, you have met new people, or started practicing healthier habits.

Learn to take time for yourself so you can gain more knowledge.

Anticipate the change and plan ahead to reduce stress.

Get proactive.
It means becoming active with groups that help you realize that you can make a positive impact on the world.

**PLAN
AHEAD**

get today daily make
eplan prepared
best reality time dor
action
expect greater decisions goal
life present take dream



From School to College: Changes & Challenges

EMBRACE
THE
CHALLENGE!

It is okay to ask for help; that's a sign that you know yourself well enough to realize you need some assistance.

New knowledge, meet new people, learn about them, and form lasting friendships.

IT IS
OK
TO ASK
FOR HELP

Change presents us with the opportunity to grow, and it's important to acknowledge how things have become better as a result.

EMBRACE
CHANGE

Talk to your tutor or another adult in the college you can trust.

Explore new subjects so you can learn.

YOU
CAN DO
ANYTHING



Croydon
College



COULSDON
SIXTH FORM COLLEGE

YOUR
FUTURE
YOUR
WAY



COULSDON
SIXTH FORM COLLEGE

Internal Support – Here to Help

Mental Health First Aiders

Offer support to students experience mental health issues or those needing emotional support. This interaction could range from having an initial conversation through to supporting the student to get appropriate help. Posters with all the Mental Health first aiders are on display around the college, but you can also ask staff members to help you locate them.

Safeguarding Team

If you are worried about yourself or someone else then any member of the safeguarding team can help. The safeguarding team wear a **Pink** lanyard.



External Support

There are many external services that you can access if you need extra support.

Speak to the staff in Student Services to find out more.

YOUNGMINDS

TALK TO US

OFF THE RECORD

keoth

OASIS OUTREACH AND SUPPORT
IN SOUTH LONDON
Me and My Mind



Advice on Coronavirus



Keeping safe during the pandemic

We have included in these slides the current information , advice and guidance on Coronavirus and how Coulsdon Sixth Form College is operating .

We listen to the Government guidance and as this changes so will our practices. Please listen to the staff in the college and follow any new information sent from the college by post, email or published on the college website as this will accurately reflect any changes made.

Due to individual needs, some students will continue their studies from home and this will be agreed on a case by case basis.

Additionally, students who cannot follow the information, advice and guidance may have to continue their studies from home.



What changes have been made to the college?

We have followed all government guidance and carried out a full risk assessment.

We have also introduced;

- ✓ Hand sanitising points
- ✓ Sufficient handwashing facilities
- ✓ Online learning
- ✓ One way systems around the college
- ✓ Extra deep cleaning

There will also be close monitoring of the number of people in college.



What can you do in college to keep yourself safe?

- ✓ Wash you hands regularly
- ✓ Keep tissues with you in case you need to sneeze or cough
- ✓ Use your elbow to push open doors instead of your hands
- ✓ Walk or cycle to college and avoid public transport if at all possible.
- ✓ Do not congregate in groups inside or outside the college.
- ✓ Only attend college for timetabled session
- ✓ Keep moving, slowly and calmly . In and out of college – whilst maintaining social distancing.



What shall you do if you feel unwell?

- ✓ Follow Government advice available at www.gov.uk/coronavirus
- ✓ Only attend college if you are well enough
- ✓ Contact your teacher to let them know if you won't be coming in or accessing online materials that day.
- ✓ Keep the college updated with your condition



Parent Information



Addition Learning Support Contacts

Job title	Name	Email
Head of Additional Learning Support	Iona Alberto	iona.alberto@croydon.ac.uk
Senior Additional Learning Support Coordinator	Hannah Rice	Hannah.rice@croydon.ac.uk
Additional Learning Support Coordinator	Natalie Janali	Natalie.janali@coulsdon.ac.uk

All students with an EHCP will also have a named Learning Support Practitioner as their main day-to-day contact.

The Additional Learning Support Coordinator will be able to give you this information at the start of term.



How to check on your child's progress

How does my child/ward know if they are on track with their studies?

Students have access to a tracking system (Moodle) that details their attendance, their assignment marks and all other information relating to their progress. They will also have access to the student portal "Proportal" and can share their details with you. This will have their current attendance and punctuality and achievement tracking.

Is there an opportunity for me to meet with his/her tutor through the year?

The year generally starts with the Parents Welcome evening which will be online or virtual due to the current climate. We encourage parents to take the opportunity to meet the tutors and managers of the course your child/ward has chosen. There are regular parents' evenings which will give you the opportunity to keep you up to speed with their progress and discuss how things are going.

What if my child/ward cannot keep up with their work?

Our student management system is designed to help students who are finding it difficult to meet expectations. We provide support to ensure students achieve the best they can -but follow up promptly where we see issues with punctuality, classes, homework or behaviour. If formal measures have not been effective and there is a need to move to a more formal process - you, as parent or guardian, would be involved in each of the stages.



Annual reviews for Learners with EHCPs

A dedicated Education, Health and Care Plan Coordinator will be responsible for the coordination of the annual reviews. They will gather all the information required for the meeting and invite all relevant professionals to attend.

There will be at least one annual review per academic year. Annual reviews may be scheduled throughout the academic year depending on the date the plan was issued. As parents / carers of your young person it is of vital importance that you understand the process, contribute and attend the meeting so we will work with you to ensure that this is possible.

In addition to the Annual Review, there will be termly reviews for all learners with EHCPs to ensure that they continue to stay on track. This will be in collaboration with the academic and ALS teams.



What do I do if my child is unwell?

What if my child/ward is unavoidably absent from college?

Please call the absence line on **01737 551176** as soon as possible before 10am to let us know

There are extra precautions being taken at the moment and Coulsdon College will continue to monitor the situation as well as adhering to government guidelines.

If your child/ward is displaying symptoms of Coronavirus:

- ✓ You should keep them at home and follow the current guidance
- ✓ Please keep the college informed of this and provide us with updates where possible.

It is our aim to support you and to minimise the risks to your child /ward as we navigate this situation together.

