

# Welcome

## From the Additional Learning Support (ALS) Team

**Additional  
Learning**  

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**SUPPORT**



# WE WISH YOU A WARM WELCOME



The Additional Learning Support team at Coulsdon College would like to welcome you 😊 and ensure you have the support in place if you need it.

Your time in college is very important and we need you to be able to succeed in achieving your goals.



# THE TEAM 😊

The Additional Learning Support team:

- Head of Additional Learning Support
- Additional Learning Support Manager
- Additional Learning Support Coordinators

- ✓ Speech and Language Therapist
- ✓ SpLD (Dyslexia) Tutor
- ✓ ASD (Autism) Tutor
- ✓ SEND Tutors
- ✓ Positive Behaviour Mentor
- ✓ Senior Learning Support Practitioners
- ✓ Learning Support Practitioners
- ✓ Education, Health and Care Plan Coordinator
- ✓ Funding and Admin Officer

# WHAT SUPPORT IS AVAILABLE?

The Additional Learning Support department can offer you a range of support depending on your level of need. This may include:

**Access to specialist staff**

**1:1 / small group out of class support**

**Specialist equipment and software**

**1:1 in class support if appropriate**

**Eng, Maths, ESOL & vocational workshops**

**Exam Access Arrangements: what are they & who gets them?**

**Vocational, Maths & English support**

**PERSONAL EMERGENCY EVACUATION PLAN (P.E.E.P.)**



# GETTING STARTED:

If you feel you may benefit from support:

- ✓ Meet a member of the ALS team and inform them of your needs.
- ✓ They will help you complete a **DECLARATION** form. You could also complete this form online.



- ✓ Depending on your needs, they will create a **SUPPORT** plan and inform you of the sessions you could attend.

- ✓ We will ask **for your permission** to share information about you with people who will be supporting you, such as your teachers.



- ✓ We will give your teachers advice and guidance on reasonable adjustments they can make for you and the support they can provide

**You must let us know if your conditions change or if you are diagnosed with new conditions during the academic year.**



# OTHER SUPPORT:

Depending on your level of need, you may need:



✓ A risk assessment to keep you and your peers safe.

✓ You may also have a personal emergency evacuation plan to show you where to go and what to do if you need help evacuating the building in case of an emergency.



✓ You may be able to loan out a laptop or reader pen if needed – subject to availability.

**You must let us know if your conditions change or if you are diagnosed with new conditions during the academic year.**

# WHERE CAN YOU FIND US?



The Additional Learning Support department is located in **Room 5**

Opening hours:

**Monday – Friday**

**9.00am – 4.30pm**

If you have any questions about Additional Learning Support this should be the first place you come.

Email: [ALS@coulson.ac.uk](mailto:ALS@coulson.ac.uk)



# EXAM ACCESS ARRANGEMENTS:

- Please let your tutor know if you think you might be entitled to **exam access arrangements** as soon as possible to ensure that this is in place.
- Your tutor will need to send in a confidential referral.
- You must complete a **Normal Way of Working** form with your tutor.
- You must come to Room 5 to **book an appointment** for assessment

Exam access arrangements can include:



Extra time



Reader



Practical  
assistant



Smaller room



Scribe





# EDUCATION, HEALTH & CARE PLANS (EHCP)

We will familiarise ourselves with your individual EHCP and tailor our approach to supporting you based on your needs and preferences.

This will include, but is not limited to:

- ✓ Cognition and learning
- ✓ Communication and interaction
- ✓ Social, emotional wellbeing and mental health difficulties
- ✓ Sensory and/or physical needs
- ✓ Independence and self help



## **ANNUAL REVIEWS FOR LEARNERS WITH EHCPs**

Our dedicated EHCP Coordinator is responsible for the coordination of annual reviews which will take place once per academic year.

Parents and carers will be supported in understanding the process, and encouraged to contribute and attend the meeting to ensure the best possible outcome for learners.



# ALS CONTACTS:

If you have any questions about Additional Learning Support this should be the first place you come.

Location: **Room 5**

Opening hours:  
**Monday – Friday**  
**9.00am – 4.30pm**

Declaration link: <https://croydon.ac.uk/student-life/als>

Email: [ALS@croydon.ac.uk](mailto:ALS@croydon.ac.uk)

