

## LOCAL OFFER

### 1. How does the College know if students need extra help and what should I do if I think my child may have special educational needs?

- Feeder schools will notify us of any students with special educational needs and / or who receive support at school so that we can plan support provision in advance.
- Applicants to Notre Dame are invited to disclose any additional support needs on their application forms. We will then contact them regarding their particular needs.
- Prospective students attend an interview with a senior advisor and are given the opportunity to declare any support needs.
- All teaching departments carry out a variety of assessments upon commencement of courses and can refer any students who they think will need some support to be successful.
- We have a referral process in place so that teachers / tutors can request help for a student at any time during their time at Notre Dame. Students can also refer themselves for support.
- If parents or carers have any concerns about their son / daughter they can call / email / meet with a member of the Learning Support team.
- Students can self-refer to the Learning Support team at any time.

### 2. How will the College staff support my child?

We are inspired by the Christian tradition and hold the dignity and uniqueness of each person at the centre of our ethos. Therefore, we are committed to meeting the needs of each of our students and promoting equality and diversity at all levels. The Learning Support team liaises with all staff to ensure that students' needs are identified and supported. We provide a range of support including:

- 1-1 support with specialist teachers / learning support mentors
- Small group out-of-class support with specialist teachers / learning support mentors
- Learning support assistant in-class support for students with specific needs
- Assessments for exam access arrangements are carried out by an in house specialist assessor
- A well-resourced Learning Support suite in which students can work in a quiet area with appropriate equipment and software packages
- A full time College Counsellor who provides 1-1 and group therapy sessions
- A Catholic Care social worker for students with acute needs
- Communication support workers (via the LA) to provide support for deaf / hearing impaired students
- Exploration of assistive technology to enable independent learning
- Weekly tutorial sessions for all students in which they work on personal development, progression planning and employability skills, progress is closely monitored
- Subject specific workshops in department areas

### 3. How will the curriculum be matched to my child's needs?

All teachers are responsible for using a variety of strategies to differentiate the curriculum to meet the needs of individuals and have the support of Heads of Department and Heads of Faculty in this endeavour. The College runs a rolling CPD programme for all staff on a variety of SEND areas, so that staff are informed and equipped to adapt curricula as required.

### 4. How will you let me know how the young person is doing? How will you help me to support my child's learning?

We review student's progress on an on-going basis and implement support as appropriate from this information. In addition, parents have access to Cedar our student MIS. Opportunities to formally discuss student progress are available at Parents' Evenings, where Learning Support staff are available to discuss any aspect of support. Additional meetings can be convened by request and regular contact can be arranged for students with high levels of need if required.

**5. What specialist services and expertise are available at or accessed by the College?**

The College provides or can access:

- Specialist dyslexia teachers
- Specialist HI/VI Teachers
- BSL Interpreters
- Communication Support Workers
- Specialist teaching assistants where appropriate
- BACP registered Counsellor
- Catholic Care social worker
- Specialist careers advisors
- JCQ qualified exams access arrangements assessor

**6. What qualifications / training / experience have the staff supporting young people with specific learning needs or disabilities got?**

Qualifications held by the staff in the Learning Support Department are varied, to match the needs of the students that we support. They include:

- Full teaching qualification
- Honours degree
- OCR Level 5 Diploma in Teaching Learners with Specific Learning Difficulties (Dyslexia)
- Certificate of Competence in Educational Testing (CCET)
- L2 British Sign Language
- Extensive experience of working with young people with specific learning needs
- Evidence of continual professional development in working with students with SEN

**7. How will my child be included in activities outside of the classroom including College trips?**

Notre Dame ensures that enrichment opportunities and educational visits are available to all students. Where necessary, support can be arranged for after college activities and on College trips.

**8. How accessible is the College environment?**

We provide:

- Corridors and doorways that are sufficiently wide to allow easy access
- Ramps where necessary
- Stair lifts
- Electronic automatic doors
- Lifts
- Access toilets
- Quiet areas for students who need to get away from noise / large groups

**9. How will the College prepare my child and support my child to progress to the next stage of education and / or employment?**

Notre Dame employs a range of career experts including two full-time specialists, a full-time work experience co-ordinator and a full-time widening participation co-ordinator who work closely with

universities, employers and other agencies to help our students plan the next step that is right for them. All students can book one-to-one sessions in Careers. We also arrange trips to careers fairs and various universities / employers visit us to talk directly to students and we hold an annual HE Fair.

**10. How are the College's resources allocated and matched to young people's special educational needs?**

The College is committed to meeting the needs of all students and has a Learning Support Department staffed by fully qualified and very experienced teachers and mentors who can work at appropriate academic levels for the courses we offer. If specialist support / equipment is required, we will consult with parents, the LA and the EFA on a case by case basis.

**11. How is the decision made about what type and how much support my child will receive?**

Each student who declares a need at any point will have a diagnostic interview with a member of the Learning Support team who will then tailor a support package to their needs. Advice is then given to classroom teachers regarding how best to support the student in their lessons.

**12. Who can I contact for further information?**

- Head of Department – Learning Support: Victoria Tiffany, [v.tiffany@notredamecoll.ac.uk](mailto:v.tiffany@notredamecoll.ac.uk)
- Deputy Principal – [s.dumont@notredamecoll.ac.uk](mailto:s.dumont@notredamecoll.ac.uk)
- Student Services Co-ordinator: Deborah O'Connor, [d.oconnor@notredamecoll.ac.uk](mailto:d.oconnor@notredamecoll.ac.uk)
- Catholic Care Social Worker: Stephanie Brooke, [s.brooke@notredamecoll.ac.uk](mailto:s.brooke@notredamecoll.ac.uk)
- General enquiries: [enquiries@notredamecoll.ac.uk](mailto:enquiries@notredamecoll.ac.uk)

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Next review due December 2021  
(Head of Learning Support)***