



Newbury College

Policy number:	ED112	Originator:	Learner Services Manager
SharePoint:	Policies and Procedures: Equality and Diversity		
EIA Meeting Date:	20 Dec 2016	EIA Required:	Yes
Approved by:	SMT CMT	Date:	05 January 2017 20 January 2017
Review Frequency:	Every three years		
Review Date:	December 2019		
External Web Site appropriate:	YES		
Linked policies/College documents:	SED Policy Fees Remission and Eligibility Guide Safeguarding Policy Complaints Policy and Procedure 'Access Arrangements and Reasonable Adjustments 2016-2017'. 'A guide to the special consideration process 2016-2017' Both above documents can be accessed at: http://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration		
Summary available:	NO		

Accessibility Statement 2016 - 2019

This document can be made available in other formats,
on request

NEWBURY COLLEGE ACCESSIBILITY STATEMENT

Welcome to Newbury College

At Newbury College we welcome applications from anyone who can benefit from our wide range of courses. We recognise that all learners have different learning needs and that a wide range of guidance and support is essential to help everyone reach their full potential. We try to respond flexibly to your individual needs.

This booklet is to help you find out about the support services that we can offer if you have a disability or difficulty in accessing any of the College resources. It explains who to contact for advice and how you and the College staff can work together to assess the support you may need for your course.

The booklet is also available, on request, in different formats:

- Audio Tape
- Large Print
- Braille
- On the Website
- A Shorter Easier to Read Text
- Specialist software compatible version
- Symbols
- An Outline Leaflet using Symbols

If you are thinking of coming to College and feel you may need support, it is helpful if you can talk to us well in advance so that your support is in place.

Learner Services and Information can give you further advice and guidance and will put you in touch with our Learner Services Manager.

I hope you enjoy your course at Newbury College.

**Anne Murdoch
Principal**

**Newbury College
Monks Lane
Newbury
Berkshire
RG14 7TD**

**Telephone: 01635 845000
Fax: 01635 845213
Email: info@newbury-college.ac.uk
Website: www.newbury-college.ac.uk**

INTRODUCTION

Our Commitment to You

This statement describes our commitment to all our learners, especially those with learning difficulties and/or disabilities and the support available to them at Newbury College. The terms 'disabled' and 'disability' in this statement are as defined in the Disability Discrimination Act 1995.

Newbury College is committed to ensuring that everyone who wishes to attend College is treated fairly. The College is committed to the implementation of equality of opportunity for all learners, regardless of age, ethnicity, disability, gender, marital status, nationality and faith etc. It is our intention that everyone should have full and fair consideration for entry to the College.

The Single Equality Duty Policy describes our commitment to equality for all learners. The policy is adopted by and supported by staff and Governors alike. All aspects of equality are monitored through an Single Equality Duty Committee which meets at least three times each year and seeks where possible to continuously improve equality of opportunity. There are clear statements of intent and practice in the College's strategic and operational plans.

We try to ensure that learners' needs are identified and met wherever and whenever possible. We do this through our advisory committees and through consultations with our partners in the community.

We conform to the Berkshire Social Care Service Procedures for the Safeguarding of Children, Young People and Vulnerable Adults.

We offer a wide range of courses from Pre-Entry to Level 7 and try to design the curriculum to be accessible, delivered at a time, in a place and in a style that meets each learner's agreed needs, wherever and whenever possible. All learners have access to a range of supportive entry services including assessment of individual need and provision of flexible on-programme support. We choose assessment methods that are sensitive to the needs of individual learners and provide examination venues appropriate to the needs of individual learners.

Learning Support is the cross-college service which helps assess learners' support needs and provide appropriate additional support. The service includes:

- Pre-entry interview, guidance and assessment
- Literacy, Numeracy and IT skills screening
- Drop in workshops
- Diagnostic assessment
- Support for learners appropriate to their needs
- Support and training for staff
- Provision of pre-entry and entry level programmes
- Tutorial support
- Counselling
- Personalised exam arrangements
- Welfare support
- 1 to 1 specialist support
- Modified mini-buses

We conform to the requirement of the awarding bodies when providing for support needs.

The Student Charter is available to all learners. The Student Charter and Course Handbooks include guidance and information for learners with learning difficulties and/or disabilities and any other individual needs. Both of these documents are available on the College intranet site (Moodle) and in a variety of formats on request.

The programme for professional development of staff includes training and development with regard to disabilities and equality and diversity priorities. This training meets the demands of their role as identified in the College Strategic Plan. All staff have [access to College Policies through SharePoint](#).

SITE ACCESSIBILITY

Newbury College is situated on a green-field site, approximately one mile from the town centre, train and bus stations. A free bus for learners, staff and visitors is provided to and from the College and the train station during term time. Further information about subsidised buses is available from Learner Services. All buses to and from the College are suitable for wheelchair users

The main site is new and purpose-built and now includes specialist Sport and Construction facilities.

Every effort has been made to make both facilities as accessible as possible to all members of our community, with step-free access and lifts.

JOINING A COURSE

Our course information is available on our website at www.newbury-college.ac.uk. Course guides are available from Learner and Information Services and in a variety of formats by telephoning 01635 845000 or emailing info@newbury-college.ac.uk.

If you are interested in joining a course, please contact Admissions in Learner Services and they will arrange an interview for you.

If you would like to discuss your support needs, whatever your disability or learning difficulty, please contact the Learner Services Manager, telephone 01635 845000 or email info@newbury-college.ac.uk.

The information you share with us will be treated in confidence and with respect. We ask your permission before any details are passed on.

In the unlikely event that the College is unable to meet a particular need, advice and guidance will be sought for alternative provision.

PAYMENT OF FEES AND COURSE COSTS

Please refer to the [Fees Remission and Eligibility Guide](#) for details

EDUCATIONAL FACILITIES AND SUPPORT

We are able to arrange a wide range of support to help all learners access College and achieve their goals. Wherever reasonable, and once agreed, we can offer:

- an informal interview before you enrol to discuss your support needs
- support during your course as agreed
- a review of your support on request by you, a supporter or a member of staff

Support may take many forms, including:

- In-class support for individual learners or groups of learners, e.g. signing communicator, Learning Support Assistant.
- Small group size.
- 1 to 1 tutorials.
- Additional teaching.
- Attendance at study workshops.
- 1 to 1 teaching.
- Enablers, e.g. note-taker, interpreter, reader/writer, personal care, mobility support, behaviour support.
- Curriculum modification (eg timetable change, modification of handouts)
- Resource preparation/adaptation, e.g. text preparation or enlargement.
- Technician support for IT.
- Work experience monitoring and support (including job coaches).
- Discrete specialist provision for some learners with learning difficulties/disabilities.
- Orientation support.
- Assessment for Specific Learning Difficulties.

Support for examinations/assessments

- A separate room can be arranged if this meets your entitlement.
- The allocation of a scribe or reader if this meets your entitlement
- If the student does not have the physical capacity to sit the exam at College and is in hospital, special arrangements can be made with the exam board for the student to take the exam at the place where they are receiving the care.

Every effort will be made to provide specialist equipment. Examples include:

- Screen enlarger
- Dictaphones
- Specialised computer hardware and software
- Induction loop
- Adapted furniture
- Laptop computers

Where we do not have in-house expertise, we are sometimes able to arrange external specialist support. Unfortunately, we are not able to offer speech and language therapy, physiotherapy or occupational therapy.

CONCERNS AND COMPLAINTS

We do our best to ensure that we offer you the support you need to help you have an enjoyable and successful time at College.

However, if you are not satisfied, in the first instance, please tell your Course Teachers or the Learner Services Manager.

If you are still dissatisfied, please ask about the Complaints Procedure at Learner Services.

Tel: 01635 845000

Email: info@newbury-college.ac.uk

ASSOCIATED POLICIES AND DOCUMENTS

- Student Charter
- Learner Recruitment and Admissions Policy and Procedures
- Single Equality Duty Policy
- Data Protection Policy
- Learning Support Policy
- Complaints Procedure
- Safeguarding Children, Young People and Vulnerable Adults Policy

All of these documents are available:

- on our website: www.newbury-college.ac.uk
- from Learner Services: telephone: 01635 845000,
email: info@newbury-college.ac.uk
- from SharePoint <http://spp.newbury-college.ac.uk/sites/pandp/default.aspx>

Alternative formats/languages are also available through Learner Services.

Comment Form



We are always pleased to receive your comments about the services we provide.

If you have a comment about this statement or your welcome to College, please let us know.

Your name: _____

Your address: _____

Postcode: _____

Daytime phone number: _____

Mobile phone number: _____

Email address: _____

Date: _____

Please comment or request information:

Please return your completed form to: Learner Services and Information
Newbury College
Monks Lane
Newbury
Berkshire RG14 7TD

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