



CITY *of*  
BRISTOL  
COLLEGE

# A guide to support for you and your learning at City of Bristol College

✉ [learningsupport@cityofbristol.ac.uk](mailto:learningsupport@cityofbristol.ac.uk) | ☎ 0117 312 5186 | #ItStartsHere

## Get sorted with the support you need to succeed

College is a great place to begin your journey to employment and independence. You will learn new skills, meet new people and make new friends. You'll also need to learn to tell us about your support needs, so we can make plans together.

We want to enable you to:

- Tell us about the support you need, and work with us and any other professionals required to make it happen
- Catch up with your studies if you need to, to get the English, maths, work experience and other qualifications required to make progress
- Check in with a mentor and tell us if anything has changed or if there is a problem – don't wait until it gets too much
- Progress all the way into work, or to University

To do any or all of the above, we'll need to know if you

- Have an Education, Health and Care Plan (EHCP for short)
- Have dyslexia, or another specific learning disability such as ADHD
- Support in school
- Missed a lot of school, either because you were unwell or had other problems

All of our support is based around your needs. We will help you develop confidence and skills in the classroom and make sure you can make use of our buildings, equipment and activities.



### Get in touch

Our Learning Support team telephone number is:  
☎ 0117 312 5186

Email the team  
✉ [learningsupport@cityofbristol.ac.uk](mailto:learningsupport@cityofbristol.ac.uk)

## Support is available to help you get ready for college

When you move from one place of education to another, it is often called 'Transition', which means 'change or a move'.

We have a team of staff who can help you to prepare for the move to college, called the Transition team.

Our Transition Coordinators are:

**Rachel Upton (SEND) Transition Coordinator**

Contact Rachel if you attend a special school, if you have ASD or are a wheelchair user and/or need personal care or specialist equipment.

☎ 0117 312 5305

✉ [Rachel.Upton@cityofbristol.ac.uk](mailto:Rachel.Upton@cityofbristol.ac.uk)

**Sally Nuttall (ALP) Transition Coordinator**

Contact Sally if you go to a pupil referral unit, an alternative provision like Bristol Futures Academy or if you attend hospital education. You may also have special educational needs and/or an EHCP.

☎ 0117 312 5286

✉ [Sally.Nuttall@cityofbristol.ac.uk](mailto:Sally.Nuttall@cityofbristol.ac.uk)



# 1

- The Transition Team can attend your annual review
- You can visit us by attending an open event or arranging a visit with the Transition Team
- You can do this by emailing ✉ [learningsupport@cityofbristol.ac.uk](mailto:learningsupport@cityofbristol.ac.uk)

# 2

- The college will invite you to an open event or enrolment event so that you can start to get ready for your new course
- Extra visits to the college during the summer holidays can be arranged

# 3

- Once you are enrolled and have started your course, the transition team can help you settle into college life
- Support can continue throughout your studies





## How our transition team can support you

We can support you with the following:

- Attend your school Education, Health and Care (EHCP) Plan annual review if you are considering applying to college
- Support you through the process of applying for a course, when attending college interviews, open events, keeping in touch days and your enrolment
- Arrange personalised visits to college and transition activities, including during the summer holidays before you start your course
- Answer any questions you or your parents/carers have, and updating your Education, Health and Care Plan/ Support Plan ready for you to start your course and reviewing your plan at least annually
- Work with parents/carers and other agencies who support you
- Communicate with other teams across the College to ensure people know how best to support you to achieve your aspirations and outcomes
- Meet with you regularly, if needed, to check you are settling well into college and that you are making progress
- Provide travel training if required to improve your skills and confidence to travel independently to College.



Once we have your consent for your school to share relevant information with us, we can request any medical or learning support evidence we may need to be able to provide you the most appropriate support in college.

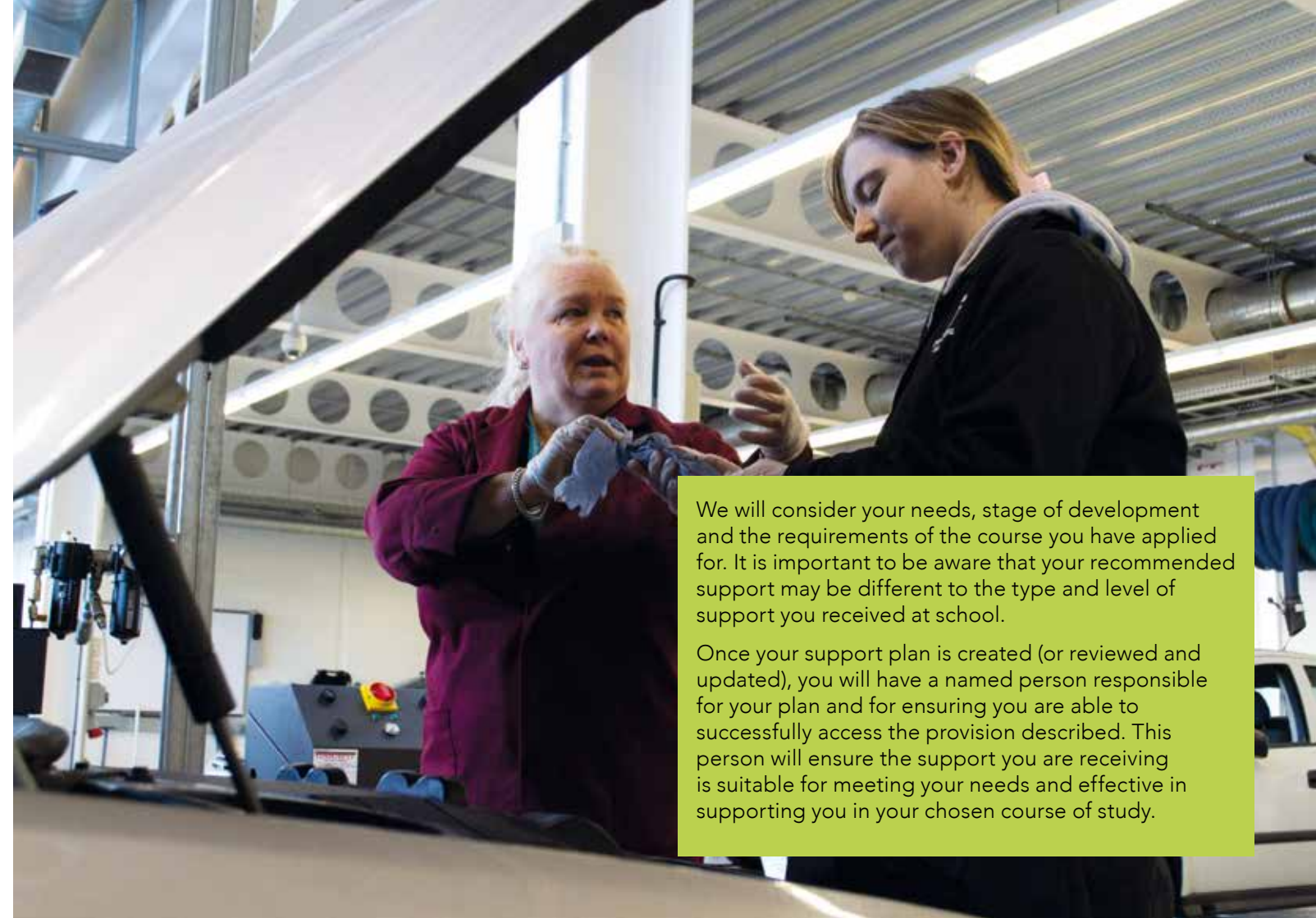
We will explain clearly why we need to have consent to record and store your information and where and how long we will keep it for.

## How to tell us that you need additional support

If you need learning support and/or have a disability, let us know so we can start planning for the additional support you may need. You can do this by...

- Asking your school SENDCO to invite a member of our transition team to your annual review meeting in school
- Telling us about your support needs when you apply to the college
- Letting us know during your course interview or at enrolment
- Contacting the Learning Support Team on:  
☎ 0117 312 5186 or email  
✉ [learningsupport@cityofbristol.ac.uk](mailto:learningsupport@cityofbristol.ac.uk)

When we are aware that you may need additional learning support, you will be invited to come and talk to us about your support needs and we will then create a personalised support plan.



We will consider your needs, stage of development and the requirements of the course you have applied for. It is important to be aware that your recommended support may be different to the type and level of support you received at school.

Once your support plan is created (or reviewed and updated), you will have a named person responsible for your plan and for ensuring you are able to successfully access the provision described. This person will ensure the support you are receiving is suitable for meeting your needs and effective in supporting you in your chosen course of study.



## Our Support

### Learner Services

The Learner Services team is one of the main support services for all learners at City of Bristol College. Learner Services can give you information about financial support, transport arrangements, advice and guidance about our curriculum areas and work experience.

### Study Centres

Our Study Centres have a fantastic range of books, journals, digital resources and technology to support and enhance your learning. The staff team can support you with your learning and with tasks including research skills, referencing and proof-reading.

### Study Plus

Our English and maths coaches support students with coursework, personal statement writing and with English and maths, improving language skills, revision skills and exam preparation.

**You may need to focus on getting the grades you need in English and maths to allow you to do higher level courses. Study Plus can help you with this, by giving you the support you need to catch up. Don't ignore English and maths subjects if you need to get better grades. Make these subjects your priority because they are so important for future courses and for your career.**



## Our Support

### Small Group Support

Some people find meeting new friends and being with others very difficult, particularly when first starting college.

We can offer small group activities and social groups at lunchtimes to help you meet other learners who have similar needs to you.

### Assistive and Adaptive Technology

Assistive technology can support you with accessing and completing tasks, enabling you to become more independent in your learning and daily life.

We have a range of software and hardware to support you with reading, writing, making course and revision notes and setting reminders.

- Read and Write software (Gold Edition) is available on all college computers and student laptops
- Dragon Naturally Speaking is available for those who prefer to write using speech to text software
- C-Pen Exam Readers will be available for students who have Exam Access Arrangements



"I feel proud to receive a Student Award as my hard work and effort has been recognised.

**I get fantastic support at college** and the teachers have inspired me to push myself to reach my potential.

I've gained educational and practical experience to prepare me for the future, and improving my English and maths skills has helped me progress in all areas of my studies."

Ikra Akhtar



## Our Support

### Specific Learning Difficulties (SpLD) Support

We have specialist tutors and assessors who are able to offer you advice and support if you have dyslexia, dyspraxia or dyscalculia.

The team can provide...

- Specialist and drop-in support
- Screening for dyslexia
- Assessments for exam access arrangements and reasonable adjustments

### Communication and Interaction Support

We support young people with Autism Spectrum Disorder (ASD) and communication difficulties in planning and managing their routines, workload and sensory processing and improving confidence.

We provide translation, modification, proofreading, notetaking and recommendations to British Sign Language (BSL) users and learners with hearing impaired or communication difficulties.



“My experience at City of Bristol College has been fantastic. The quality of teaching has been great and I received lots of encouragement and emotional support. I’ve achieved beyond my imagination but **I wouldn’t be where I am now without the help the college provided.**”

Emma Wherrett

Having suffered from anorexia since the age of 12 and receiving hospital education for a number of years, in September 2013 Emma was finally well enough to join her peers at City of Bristol College. Despite initial low confidence and self-belief, Emma came on in leaps and bounds and managed to achieve four GCSEs and one AS in her first year of study.

Following her initial success, Emma felt encouraged to continue her studies towards A Levels in History, English Literature, English Language and Film Studies. Emma scored A grades in these subjects, and is now studying English Language and Literature at University of Oxford. See Emma talking about her experiences at CoBC by going to our Facebook page: [tiny.cc/EmmaWherrett](https://www.facebook.com/tiny.cc/EmmaWherrett)



## Our Support

### Quiet Space

Our Learning Support hubs at the Ashley Down and College Green campuses have a quiet space for learners who have ASD or may be experiencing high levels of anxiety. These spaces can also be used during break and lunchtimes. We will have a quiet space at our Parkway and SBSA campuses from September 2020.

### In Class Support

Learning Support Assistants (LSAs) can provide in-class and break time support for learners either individually or via group support, depending on assessed needs.

Some LSAs have manual handling training and training to support with personal care needs, along with medication handling and first aid training.

### Wheelchair Access and Campus Accessibility

Our campuses are wheelchair accessible with lifts, personal care facilities and accessible toilets. Height adjustable desks are available and individual requirements can be discussed with the Transition Team.



## Our Support

### Medication Handling

We have secure storage and recording systems for all essential student medication. Staff trained in first aid and medication handling are able to provide support along with named individuals who are trained in specific care and support including the administration of buccal and epilepsy medication. Please let us know if you have specific needs.

### Looked After Young People and Care Leavers

We can support with personalised visits to the college and help with choosing the right course and completing your application. We can also support you with your interview and transition to college, ensuring you know how to access services.

We can provide you with advice and information about financial and well-being support. We are able to work with external agencies to ensure you receive the support that is right for you. Kirsty Cross is our Transition and Progression mentor for looked after young people and care leavers: Email Kirsty ✉ [Kirsty.cross@cityofbristol.ac.uk](mailto:Kirsty.cross@cityofbristol.ac.uk)



## Use this checklist to help you get sorted

- Look at courses on [cityofbristol.ac.uk/courses](https://cityofbristol.ac.uk/courses) with support from your careers advisor or key worker at your place of education, or drop in to your nearest college centre to pick up a course booklet
- Come to one of our open events [cityofbristol.ac.uk/events/dates](https://cityofbristol.ac.uk/events/dates). Tell us about your support needs or if there is anything you are worried about. There will always be someone to talk to about support, in private if you wish
- Ask your teacher or provision to arrange a tour of the college centre if you would like to have a look around
- Invite us to your annual review if you have an Education, Health and Care Plan
- Apply for your chosen course/s online or with a paper application available at reception
- Come in to college for an informal interview
- College will send a letter with an offer of a place on your chosen course
- Meet your Transition and Progression Mentor
- Attend a 'getting to know you' session in one of the school holidays
- Attend a taster session
- Apply for the financial support if you need to [cityofbristol.ac.uk/support/financial-support](https://cityofbristol.ac.uk/support/financial-support)
- Come in to enrol on your course
- Enjoy the start of your Post-16 education



## How to contact us

Our Learning Support team telephone number is:

☎ 0117 312 5186

## Our Transition Coordinators are:

Rachel Upton (SEND) Transition Coordinator

Contact Rachel if you attend a special school, if you have ASD or are a wheelchair user and/or need personal care or specialist equipment.

☎ 0117 312 5305

✉ [Rachel.Upton@cityofbristol.ac.uk](mailto:Rachel.Upton@cityofbristol.ac.uk)

Sally Nuttall (ALP) Transition Coordinator

Contact Sally if you go to a pupil referral unit, an alternative provision like Bristol Futures Academy or if you attend hospital education.

☎ 0117 312 5286

✉ [Sally.Nuttall@cityofbristol.ac.uk](mailto:Sally.Nuttall@cityofbristol.ac.uk)

## Email the team:

✉ [learningsupport@cityofbristol.ac.uk](mailto:learningsupport@cityofbristol.ac.uk)

🖱 [www.cityofbristol.ac.uk](http://www.cityofbristol.ac.uk)

👍 [Facebook.com/cobcollege](https://www.facebook.com/cobcollege)

🐦 [@CoBCollege](https://twitter.com/CoBCollege)

