

Greater Brighton Metropolitan College (MET) - How we meet SEND needs

How does the college know if I need extra help?

We identify young people with special educational needs and disabilities (SEND) in a number of ways:

- Disclosure on application; we will follow this up by asking for more information and documentation about the young person;
- Information sharing with schools and transition planning;
- Pre-entry assessments with the Local Authority and through the Education Health Care Plan process;
- ALS screening during induction;
- Access Arrangement assessments undertaken at the college; and
- Referrals from students or their tutors for additional support.

Receiving information as early as possible allows us to plan support and reasonable adjustments. An Education, Health and Care Plan (EHCP) or other evidence of disability is not necessarily needed to get additional support. We encourage young people and their parents/carers to provide us with as much information as possible about support needs and to ensure that ongoing support is appropriate through continued communication.

What should I do if I think I need extra help?

In addition to a student's course tutor, there are three main departments to contact to talk about extra help and support.

Inclusion:

Foundation Learning (Brighton and Worthing) delivers courses for young people with SEND (including learning difficulties). For more information please contact: **xx**

Pathways Vocational (Brighton) offers a suite of courses aimed at young people who have struggled to engage with education in the past and need a more supported approach to enable them to make the transition into Further Education. These courses are offered across a range of different curriculum areas.

Prince's Trust Team Programme (Brighton and Worthing) is a 12 week course, which includes a residential element and work experience. It is designed to improve confidence, self-esteem and team working. All young people attending this programme leave with a plan for their next steps.

Inclusion enquiries should be emailed to harriet.nelson@gbmc.ac.uk

Additional Learning Support at the MET

The **Additional Learning Support department** works with students with SEND (including learning difficulties) and those who need support with English and maths skills and/or English as an additional language to succeed on their courses. Our staff are experienced in

supporting students with a wide range of support needs.

Across all campuses, support will be tailored to individual needs but may include:

- Assessments for exam concessions.
- Communication support workers for deaf students.
- Adjustment of course materials.
- Drop-in support.
- Exam support for students with exam concessions.
- In class support – 1:1 and/or group support.
- Mobility assistance.
- Note takers.
- One to one support outside of class.
- Small group support outside of class.
- Study skills support.
- Support with assistive technology.
- For apprentices, assessors can provide additional time to work on areas of specific difficulty.

For enquiries please contact:

Brighton 01273 232583
Worthing 01903 273076

Head of Additional Learning Support: Fenella Potterton (fenella.potterton@gbmc.ac.uk)

The **Pastoral Mentor Team** works within curriculum areas, helping students who need extra mentoring and support achieve their full potential. Read more:

[Pastoral Mentor Team at The MET – Brighton](#)

[Pastoral Mentor Team at The MET – Northbrook](#)

These departments work closely with teaching staff to ensure that support and reasonable adjustments are made. We also offer counselling, mental health support, student success mentors and an ASC Social Group. Read more:

[Student support at The MET – Greater Brighton](#)

[Student support at The MET - Northbrook](#)

How will my course work be organised to meet my individual needs?

We have a wide range of courses offered at a number of levels so we will work with the young person to find the appropriate course. Our support teams work closely with teaching staff to ensure the course is accessible, enjoyable and achievable.

How will I be involved in planning for my needs and who will explain it and help me?

The type and level of support is determined by a number of factors including information given to us before a young person starts at college by their school, the type of course they are taking and any assessments conducted in college.

College staff can meet with potential applicants and their parent carers within their school settings or at the College prior to applications being made. There are transition days for

students from some of our Supported Schools and with our Student Support Team for those who may need to access this service. On arrival all students are given a thorough induction to their course and to the College.

Students will get the chance to discuss their support needs during the application process, and support packages are regularly monitored and reviewed to make sure they are effective. We understand students' needs may change over time, and are happy to adapt support as needed.

Who will tell me what I can do to help myself and be more independent?

All young people at the MET have a course tutor who monitors their progress and ensures they are effectively supported. Young people are also encouraged to participate in our Student Voice to ensure that we have open communication at a strategic level. We have high expectations of behaviour and attendance but are very aware that some students need more support to reach these high standards.

Our behaviour management procedures are there to support engagement and attendance. Our Pastoral Mentors are available to advise on any problems or life circumstances which might impact on a student's ability to attend or succeed on their course.

What should I do if I am worried about something?

The course tutor is likely to be the first point of contact if you have any concerns. On an individual basis, parent carers are welcome to set up meetings with course tutors and there will be planned parent/carer evenings and progress reports.

We have a Safeguarding team specialising in the wellbeing of young people. They liaise closely with teaching staff and external agencies to ensure support is available. At our last OFSTED inspection safeguarding at the MET was rated as "outstanding". Prior to the start of term, the course the team can work with students who are at risk of low attendance and exclusion to support their transition into college.

How will I know if I am doing as well as I should?

Progress is tracked throughout the year by tutors and managers on a very regular basis. Any concerns in terms of progress, attendance or engagement can then be identified and interventions put in place with the young person and parents/carers. There are regular parent/carer evenings for students and appointments can be booked with tutors, team leaders and specialist services to discuss progress at any stage.

If a student needs additional support due to challenges they may be facing outside the classroom, their tutor can refer them to the Pastoral Mentor team (or they can self-refer). This team work with students at risk of withdrawing or not achieving, as well as those needing help with attendance, punctuality and conduct.

If I have difficulty in taking part in college activities, what different arrangements can be made?

The needs of all students are considered when planning any enrichment or external curriculum-linked activities. Accessibility and support are a key feature of any plan.

I am coming to college to prepare for employment - how will I be supported?

We have a strong focus on preparing our students for employment and further training and on the development of skills needed to find work and excel in particular industries. In addition we have a Careers team and opportunities to become involved in entrepreneurship. Our Careers & Progression Advisors are available to provide advice and support for planning your next steps after college, as well as improving your skills and experience while you are studying.

All full time courses will include a range of work related activities, work experience opportunities and employability support to help students get involved, have fun, make the most of their time at the MET and ensure they have the skills and knowledge to successfully progress. Throughout their time at the MET students can improve their job search and employability skills, get support with UCAS applications and generally improve their CVs by getting involved in our Student Voice forum and make a difference to the way the MET is run. For more information on our Student Voice programme please email: studentsupport@gbmc.ac.uk.