

Learning Support Information

At HRC, we follow the statutory guidance of the SEND Code of Practice. A Learning Support Manager oversees the 2 branches of learning support: Department of Inclusive Learning (DIL) and the additional learning support for Vocational Courses (ALS).

If a student has had learning support at school, then the student probably has some documents which describe learning need and the type of support you have had in the past. These might be an Education, Health and Care Plan (EHCP), Form 8, Educational Psychologist Report, Speech and Language Report, School reports etc. It is helpful if these are given to the SEND Assessors to be copied (they will be returned)

Students referred for support at HRC in 18-19: DIL (120) , Vocational (800), HE (15), CK (15), Apprentices (14), external providers (1).

How to request Learning Support at College

1. Application Form
2. Enrolment Form
3. Tell Learning Support at an Open Evening, College Interview or New Student Day
4. Make a self-referral by telling your tutors or come to the Learning Support offices at Broxbourne or Ware.
5. In some cases, the SEND Assessors have been sent your EHCP before you come to college.

Whichever way we hear about a request for learning support, someone from the Learning Support team will contact you by phone and, if this is unsuccessful, by letter. They will invite you in for an interview to find out more about how you can best be supported. The Learning Support Team then consider how best to offer you support. You will be offered support as soon as you have been allocated a member of the Learning Support Team.

Learning Support Offer

Each student is carefully assessed. After that they will be offered support according to their learning needs.

Types of support:

In-class support with a Learning Support Worker,

Out of class support with a Learning Mentor

Workshops with a Learning Mentor

Special exam arrangements

Transition support from school to college

Lunch club

Support Plans with support strategies as guidance for teachers and support staff

Assistive Technology e.g. how to use TextHelp, Dictaphone, laptop (in some cases)

EHCPs

An EHCP is usually sent to the College from the Local Authority SEND Team. A SEND Assessor will read this and offer an interview to those students on Vocational Courses. For those students who will be going to Millbrook, The EHCP Coordinator will ensure the DIL Curriculum Manager, Angela Mortimer, sees the EHCP so that a decision can be made whether HRC can meet the student's needs.

The Learning Support Manager assesses all the EHCPs to determine which students need extra funding (High Needs Funding) so that the college can fully support the student. Typically, 60% of EHCP students have additional funding for their support.

Contact Details for Learning Support Team

The Learning Support Manager - Gemma Hilton 01992 411 899, ghilton@hrc.ac.uk

Administration staff - Learning Support information, advice and guidance:

Tracy May 01992 411 499, tmay@hrc.ac.uk

Faye Davies (special exam arrangements) 01992 411 846, fdavies@hrc.ac.uk

DIL

LDD Support Team Leader - Sue French 01992 411 854, sfrench@hrc.ac.uk

The Millbrook Support Team is based on the Ware campus. There are some 60 support workers.

Transition Support Workers: Kim Irvin 01992 411 669 kirvin@hrc.ac.uk,

Karen Stephenson 01992 411 853, kstephenson@hrc.ac.uk

EHCP Coordinator - Kaye Garrett 01992 411 884, kgarrett@hrc.ac.uk

ALS

SEND Assessors: Danielle McDonald 01992 411 617, dmcdonald@hrc.ac.uk

Suzanne Tarbuck 01992 411908, starbuck@hrc.ac.uk

Learning Mentors: Kelly Tagliarini, Janet Kousoulou, Geoff Booth, Suzette Mondroit, Simon Palastanaga

ALS Team Coordinator - Louise Rice 01992 411 672, lrice@hrc.ac.uk
The ALS Support Worker Team has some 20 learning support workers.