

College-Link Prospectus



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Welcome to College-Link

Our vision and ethos

At Manor Green School we are passionate about supporting all of our students to engage successfully in education and achieve their potential by creating a supportive and nurturing education environment.

College-Link aims to support young people from 16 to 25, with learning disabilities, through their post 16 stage of education and combine this with life skills, employability skills, social skills, confidence building and work experience. Thereby helping each individual achieve their full potential. Our approach enables young people with Autism, Special Education Needs and Social, Emotional and Mental Health Needs to continue their education and develop skills in preparation for adulthood. We aim to break down barriers that hinder access to paid employment for people with a learning disability and autistic people

Developing employment possibilities for students and giving them the tools to thrive, is at the core of our vision. We deliver an Education and Life Skills Programme, Personal Development, Employability and a Professional Services to raise awareness around learning disability in the wider community.

We focus on a pathway designed over a 1 or 2 year period to supplement a student's journey as they move through college, join community groups, progress to volunteer work and ultimately onto employment.

Independent careers support and guidance, plus intensive working with the family, ensure that strong transitional arrangements on to college placements or into other educational settings are very successful.

College-Link is based at in Chiltern Road but we also share the state of the art facilities at Manor Green School, a Centre of Excellence and successful special school.



Provision Overview



Admissions

It is a requirement for admission to College-Link that a student has an Education Health and Care plan in place.

College-Link has an experienced SENCO who is the Associate Headteacher of Manor Green School.

All College-Link placements must be agreed and commissioned by the Local Authority. The Local Authority will nominate potential students and submit EHCP paperwork. College-Link staff will interview before offering a place.

Students will be main roll at their college and will be subsidiary roll with College-Link. Unfortunately, students at College-Link are not able to dual-roll with Manor Green School. This arrangement will be agreed by the Local Authority as part of the placement.

Potential candidates must be:

- Post 16 (Year 12 or above)
 - Have a cognitive ability to achieve Entry Level qualifications and above
 - Partially mobile
 - Have self-care in toileting and dressing
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- Placements will be for 1 or up to 2 academic years.
 - Candidates will all be required to participate in an interview with the College-Link team before a place is offered. This is to ensure that they have the potential to eventually progress to long term employment.

We know how important it is for parents to feel that a school is right for their child. We will always do our best to facilitate a visit to the school to help parents make an informed decision, but we are only able to consider visits where we know that we have a potential place to offer as our staffing and resources are targeted to give every child the best support and opportunities. Visits will be encouraged for all families where a place has been offered.

For any queries regarding a place at College-Link please contact your Local Authority in the first instance. Once a place has been offered, for more information please contact:

Mary Keenan

Email: mary.keenan@manorgreenschool.co.uk

Telephone: 07377 800291

Education, Health and Care Plans

Applying for an EHCP

It is a requirement for admission to College-Link that a student has an Education Health and Care plan in place.

College-Link has an experienced SENCO who is the Associate Headteacher of Manor Green School.



Monitoring EHCPs

Annual reviews will be led by the main rolled college. College-Link will discuss progress made against the targets and any changes that need to be made to the EHCP. Reports are available in advance to all attending the meeting. The annual review meetings will last for approximately one hour. During this time, we will discuss progress made against the targets and any changes that need to be made to the EHCP.

Tracking and assessment of EHCPs

We use EHCP outcomes to inform our targets for individual students. These are tracked every half-term and the progress on these is sent out to parents/carers and dual-roll colleges as part of our reports. Progress towards all EHCP targets is commented on three times a year in our end of term reports. This information then informs the annual review pre-reports.

General Provision

Mainstream education isn't adapted suitably for individuals with a learning disability. College-Link's starting point will always be with the individual and their needs, and we will adapt our delivery to make things work for them. We will deliver a wide range of group sessions outside of college that support our students to develop skills that go beyond the curriculum and increase independence. Individual Learning Packages will be based on an individual's Education, Health and Care Plan (EHCP) outcomes.

This will revolve around 4 Key areas:

- Education and Independent Living Skills
- Health and Wellbeing
- Employability
- Community Engagement

The aim is to support young people from 16 to 25 through their post 16 stage of education and combine this with life skills, employability skills, social skills, confidence building and work experience. Thereby helping each individual achieve their full potential.



Curriculum

The curriculum package includes:

- Food hygiene
- First aid training
- Travel and money management training
- Duke of Edinburgh
- Sports coaching
- Bespoke, community life skills education support packages
- Relationship guidance and help building social networks
- Life skills training to move towards independent living
- Employability skills building
- Work experience and Apprenticeship opportunities
- Personal development and social skills
- Independent living including cooking
- Practical skills, including woodworking and other trade-based activities
- Sports and wellbeing, including mindfulness, healthy eating and managing anxiety

Our programme includes support from our Independent Careers Advisor and our Job Coaches who work with students, helping them define which work environments they are interested in and what skills they would like to develop. Job Coaches also develop relationships with local employers who offer work experience placements.

Employment gives a sense of purpose and opens up social opportunities. This could be in the form of a volunteering placement, work experience or paid employment, but it is an important step in any adult's journey.

Sport is key element to what we offer at College Link. We can provide our students with opportunities to participate in a wide range of accessible sports and physical activity. The aim is always to improve health and wellbeing but by offering coaching qualifications this can lead to work experience placements at MGS and possibly other schools

Qualifications

At College-Link we are able to offer a range of qualifications. All student learning-pathways will be personalised and may include a combination of qualifications.

Students will have access to the following:

- Duke of Edinburgh – Bronze and Silver
- ASDAN Employability
- Home Cooking Skills BTEC - Level 1
- IT Skills BTEC – Level 1
- Construction & Engineering BTEC Level 1
- Catering & Hospitality BTEC Levels 1 and 2



Available if not provided by the main college setting:

- English Language GCSE
- English Literature GCSE
- Maths GCSE
- English Functional Skills – Levels 1 and 2
- Maths Functional Skills – Levels 1 and 2
- Entry level Maths and English

Education and Life Skills

College-Link will work in partnership with local colleges, thereby ensuring that young people with a learning disability are keeping up to speed with the curriculum. As well as learning vital life skills, we give individuals a safe space to join in, socialise and form friendships thereby building personal resilience.

In turn, this will lend itself to Employment Training, where we will focus on helping our young people develop the skills required for work – including travel training, relationships, budgeting, CV writing, job applications, interview techniques and workplace etiquette.



Social Skills

We aim to cultivate communication skills, whilst also building confidence and self-esteem. As such our students explore how we communicate with others and gain confidence through their social interactions. They learn about different emotions and the best ways to manage them through choice theory and mindfulness.



As an integral part of social development we help our students to consider the importance of personal hygiene and its impact on self and others. We teach basic money skills to help in learning to budget and shop, and teach how to cook and use the kitchen safely.



Personal Social Development

A key focus is to enhance travel and the skills in order to live more independently. Here at College-Link we look at the benefits of healthy living, including diet, exercise, and adequate sleep. We discover different hobbies and leisure activities, and examine how they can help young adults grow in self-esteem and positive thinking. Working together in pairs or small groups to build teamwork skills through the Duke of Edinburgh or Sports leader courses will help develop self-awareness through students identifying their own strengths and development needs and how feedback and constructive criticism can be used positively.



Good money management is imperative – students learn how to open a bank account, save money and budget for essentials. They practice money based work skills such as operating a till, working out a bill; financial elements that will work in the workplace.

We will focus on the development of employability skills for each student. This includes writing a CV, researching job roles, learning how and where to search for jobs, completing application forms, and practicing interview techniques.



Personal Social Development

We know that independent travel can open up a world of social, leisure and employment opportunities. We work with our students to enhance their independence in travel with an emphasis on personal and road safety. Travel training covers how to plan for a journey, read timetables, and consider what to do if things go wrong. It also includes support to apply for a bus pass, develop the skills to read a timetable, tell the time, calculate costs, practice money skills, and use a travel app. For advanced learners wanting to learn to drive we can support with the practice of the driving theory test and help in applying for a provisional license.



Enhancing I.T. skills and offering recognised I.T. qualifications enhances employability and self-independence. These skills also help in writing CVs and making on-line job applications. Alongside our practical I.T. lessons we look at the advantages and pitfalls of social media and help the students to understand how to negotiate the internet safely and responsibly.

Work Experience

We help our students undertake work experience placements so they learn the skills required for working life, as well as building the foundations for finding paid work in the future. We provide our young people with a taste of the working world, with opportunities to gain experience in a work role and build key work skills. We aim to offer a wide range of Work Experience placements from retail and catering, through to office work.



Building employability skills is best achieved in a real work environment. These opportunities will increase confidence, self-esteem, and independence. Initially supported by College-Link staff, finding work at a company will develop a wide range of employability skills, like time-management, teamwork, customer service, and responsibility.

Work experience enhances the prospects for paid employment by supporting young people to become work-ready and realise their potential. Our careers team are dedicated to building relationships with local employers enable us to find job roles within the local community in a range of areas including: retail, office work, IT, horticulture, work with animals, catering, and more.



Paid Employment



Employment gives a sense of purpose and opens up social opportunities. This could be in the form of a volunteering placement, work experience or paid employment, but it is an important step in any adult's journey.

The ultimate outcome for all of our students is paid employment (including apprenticeships), enabling young people aged 16-25 with an Education, Health and Care Plan to achieve sustainable, long term work. We equip them with the skills required for the working world, while they learn in the workplace.



Careers Hub

At College-Link we believe that our older students need additional assistance to set them up with future work opportunities. With this in mind we have set up a Careers Hub in a job centre format with our own Independent Careers Advisor and job coaches to provide personalised support for our students as they progress.



The Careers Hub focuses on providing the students with key skills and employment opportunities, including focused 1:1 time and independent careers advice required outside of their practical classroom learning.



Apprenticeships

College-Link will work alongside Manor Green School to build on SEN Apprenticeships for 16-25 year olds. We have an in-house programme for staff which is providing employment opportunities and educational progression for school leavers and young people with additional needs. Manor Green as an Apprenticeship provider aims to initially offer 4 key skills areas in Facilities, Catering, Cleaning and Support Assistants. Our job coaches are developing relationships with local employers to extend this programme.



College-Link are offering free community disability and SEN training to local employers by our specialist staff to help promote the inclusion and employment of young people with disabilities and SEN into the world of work.



Working with Professionals

Collaborative working with our colleges is an important relationship since all our students have dual-roll status. We work closely with the partner college by:

- Providing weekly attendance data
- Providing student progress reports at the end of every half term
- Meeting virtually with the college every short term
- Contributing to the annual review process

We run an open-door policy for college professionals to visit their students who attend with us and we encourage the relationships to be maintained to ensure that the students feel included at all times.

In addition to working with our mainstream partners, we work closely with a range of other external professionals such as social workers, Educational Psychologists, therapists and advocates. We are happy to accommodate visits and meetings.

There is robust quality assurance of College-Link from the Manor Green School Leadership team.

Safeguarding

Here at College-Link we promote safe working practices for everyone within the school community, whatever their role or reason to be here. The safety and protection of children and young people is of paramount importance to everyone in College-Link; safeguarding is everyone's responsibility. Staff in our school take all welfare concerns seriously and encourage our students to communicate to us about anything that may worry them. We expect our visitors to share the same stance.

Where we have concerns that a young person may have been abused or neglected, or where behaviours in their community may place them at risk from exploitation, we have a statutory duty to inform relevant authorities. Where procedures allow us, we will always share our concerns with parents and carers.

Safeguarding and promoting the welfare of children is best defined as:

'Protecting children from maltreatment; preventing impairment of children's mental and physical health; ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes'.

We are committed to safeguarding and promoting the welfare of all children and take account of the information contained in the DfE documents (see links below) 'Working Together to Safeguard Children' (August 2018) and 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (Sep 2021)', as well as the Multi Agency Children's Safeguarding Arrangements for RBWM as set out on the Multi Agency Safeguarding Partners for RWBM website.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://rbwmsafeguardingpartnership.org.uk/>

The leadership team of College-Link are all trained as safeguarding leads.

Any queries about safeguarding should be directed to:

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