

Hedleys

College

# Parent and Carer Handbook



## A welcome from Joanne Rees-Proud College Principal



I would like to wish you a very warm welcome to Hedleys College.

I am very happy that you have decided to continue your further education or day provision with us

The college is a happy, vibrant and challenging education provider and we welcome students and families to work with us during 2019 and 2020.

Hedleys College aims to empower students with skills and confidence in their personal goals and aspirations to

**‘Achieve, Believe, & Succeed’**

Please find enclosed some initial information to help you and your child get started with college.

We are always here to answer any questions.

I have also included some forms that we would appreciate you completing and returning on the first day at college.

# The A-Z of Hedleys College

## A

### Absence

Please alert us of any absence before 9am on the first morning by ringing 0191 266 5491. If an absence is likely to be longer than one day, it would be helpful if you could inform us of this by calling us before 3.30pm on the first day of absence.

If your son or daughter has a sickness bug they must remain at home for at least 48 hours from the last bout of sickness, this is to prevent the spread of infection. If the symptoms are caused by an ongoing condition, please send in evidence to college such as a medical letter from your GP or Consultant to support this.

For all other infectious diseases we follow strict Public Health Guidelines and as an educational facility we have to abide by the following information which is available at:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-otherchildcare-facilities>

### Annual transition reviews and reports of progress

There will be one annual meeting for all students and additional transition meetings if required. These meetings are an important forum to review the progress of the student and make plans for the next stage in their lives. Parents and carers are always invited to review meetings. In addition key professionals involved in the life of the student will be invited including their Social Worker, Care Manager and Connexions Personal Advisor. This is a student-centred meeting and all aspects of the student's progress will be discussed.

Parents will receive a written progress report linked to the student's Education, Health & Care Plans. This covers all aspects of the student's progress and achievement at college. These achievements consist of individualised, personal targets for students focussed on their developmental needs in areas of communication, behaviour, social skills and independence as well as health and wellbeing. A detailed report and minutes of the review meeting are shared with the family, professionals and the student.

## Anti-Bullying

Hedleys College is committed to providing a learning environment which is free of discrimination, harassment or bullying of any kind, whether by students, staff or other parties.

The college aims:

- To promote an environment where students feel safe and respected.
- For students to be able to report incidents of bullying and harassment and know that these will be dealt with promptly, fairly and effectively.

Hedleys College will not tolerate bullying and action will always be taken when staff are alerted to possible issues.

## B

### Baseline Assessment

All new students have a six weeks baseline assessment at college. This involves assessing their skills and abilities against our curriculum and the programme they are on. These starting points allow tutors to build on prior learning and challenge students to achieve and develop their skills.

### Behaviour Support

Some students benefit from support to learn to be in control of their own behaviour. If appropriate, Personal Tutors will work with experienced staff, the student and their families to develop a Promoting Positive Behaviour Plan which recognises and rewards good behaviour and puts in place strategies that allow the student to manage their own behaviour.

The College uses an established educational system called NAPPI (Non Abusive Psychological and Physical Intervention) where staff are encouraged to get to know the student, to recognise known triggers and to put in place strategies to allow the student to refocus on positive behaviour. Parents will be informed if staff has implemented NAPPI Level 2/3 with an individual student. The College also has an established behaviour and well-being group made up of skilled staff that monitor and develop practice through regular meetings and implementing new ways of working.

### Bus Pass and Metro Gold

All disabled students are entitled to a free bus pass and the cost of another person supporting the student. When your bus pass is issued this should include a 'c' symbol which indicates free travel for a carer. In addition to the FREE bus pass, it is suggested that students also purchase a Metro Gold Card.

This is essential to reduce costs for your son/daughter when accessing the community as part of their curriculum as it will need to be funded from home. The cost of this is an annual fee of £25 (if you live within Tyne and Wear) and £35 (if you live outside Tyne and Wear). This will then allow students unlimited off peak travel on the Tyne and Wear Metro and Shields Ferry. Once the student has the FREE bus pass and the Gold Card they will also be entitled to reduced fares on local train services. For more information please visit the gov.uk website. As part of all college programmes we access the community regularly and the gold card provides significant savings over the year.

## C

### Car Parking

There is a small car park on the Station Road campus (please refrain from double parking or parking in disabled bays unless eligible). Additional roadside parking is also available directly outside the College (please note that there is two hour maximum stay period). It is also worth noting that between the hours of 8.45 – 9.15 am and 3.00 – 4.00 pm these are particularly busy periods due to taxis' dropping off and picking up students.

### Clothing

Students are encouraged to dress in smart casual clothes. It is advisable to provide them with waterproofs and wheelchair rain covers. These items are useful, as College provides regular opportunities for students to develop various skills whilst out in the wider community.

### Code of Conduct

All students are required to follow the Hedleys College Code of Conduct. This is explained to them during induction and they will be asked to sign a copy. We also ask that parents/carers sign a copy and return it to College. A copy is included in this pack.

#### Code of Conduct for Students

- Respect myself and other people
  - Respect all property and belongings
  - Be honest
  - Be polite and friendly
  - Be caring and understanding
  - Make the most of my work and leisure time
- #### Code of Conduct Parents

We expect parents, carers and visitors to:

- Respect the caring ethos and values of our College
- Understand that both Tutors and parents need to work together for the benefit of the student.
- Demonstrate that all members of the College community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a student's version of events with the Colleges view in order to bring about a peaceful solution to any issue.
- Approach the College to help resolve any issues of concern.

## Compliments and Complaints

We strive to offer the highest quality experience to all our students and stakeholders. If your son or daughter's experience falls short of our usual high standards, please let us know so we can rectify this. If you experience particularly good professional standards, please let a Senior Manager know and this will be passed on to our staff. Our policy on complaints is available upon request.

## Curriculum and Student Entitlement

The curriculum has developed over a number of years to meet the needs of our diverse and unique students. The focus of our curriculum is on a number of areas: Communication, Independence and Vocational Skills.

The College curriculum is delivered within the ethos of 'inclusive learning' meaning that professionals continually adjust their curriculum offer and teaching approaches to match the needs of individual students, rather than expecting students to 'fit in' with traditional ways of teaching and learning. We offer bespoke learning programmes: Communication and Choices, Towards Independence, Independence and Enterprise, Towards Employability, Foundation for Work and the Hedleys Foundation Supported Internship/Traineeship.

This includes a broad and balanced curriculum within each individual programme. For more information on your individual student programme please feel free to contact college alternatively visit the college website

All students are entitled to:

- Initial assessment and baseline assessment
- The right learning goals to help them prepare for the next stage of their lives
- Individual learning plan
- Appropriate support for learning
- Regular tutorials and reviews

- Opportunities to improve communication, Maths and English
- Effective use of information technology and aids for learning
- Opportunities to develop greater independence
- Access to a stimulating and appropriate curriculum
- Access to the community
- Work experience where appropriate.
- Support for transition
- Professional standards of teaching and support

The intent of our curriculum is to provide varied learning opportunities to support individual goals and aspirations. It is designed for students who are ready for a further challenge in their education.

## Curriculum and Student Entitlement

Continuing Health Care Funding Reviews – college is happy to support students, their parents and carers with a continuing healthcare review and can arrange for it to be held in one of our meeting rooms. This allows the Personal Tutor, Therapy and Care team to input their professional opinions and support young people and their families within the process.

## D

### Data Protection

You may have already heard about the General Data Protection Regulation (GDPR).

It is a change to the law around personal information. In line with the regulation, we have updated our privacy notice to reflect the new and strengthened rights in relation to your data and the legal grounds for using it.

To see how we collect, use and store your personal information in more detail, go to any of our websites and click on privacy notice within the footer.

This notice is layered. So, if you wish, you can easily select the service area and see what we do with it. If you would prefer to receive a hard copy of our privacy notice, please contact college reception who can provide this for you.

## E

## Equal Opportunities

We value the diversity of our students, staff and our community and will do all we can to make Hedleys College accessible and welcoming to all. We have a Single Equality Scheme which sets out our commitment to equality for all. Our policy and scheme are available upon request. The College has an Equality and Diversity Group which promotes this ethos across the curriculum and develops excellent practice in relation to E&D.

## Educational Health and Care Plans (EHCP)

All college students should have an individual EHCP with personal aims and outcomes for adulthood. The plan is maintained by the Local Authority and should be updated annually in line with the review of progress. Parents and young people are expected to contribute to annual updates. The plan is a legally binding document and therefore its contents need to be accurate and reflect your son's/daughter's needs. The plan offers opportunity to young people with disabilities to continue to study up to age of 25 or for as long as their long term aims linked to their transition to adulthood take to be.

## F

## Fees and Funding

Places at College are funded by the Local Authority with contributions from Social Services (care and accommodation) and Health Services (therapy and medical). A minority of students are funded by private sources. More often students attend College on a mixed package of funding from more than one source linked to their Education Health and Care plan. We have seen recently an increase of mix funded programmes where education will fund 3 days in college and social care and health will provide funding for an additional 2 days of activities on site. However, a large number of college students are still attending our education provision 5 days per week. The Connexions Advisor/ Education Health and Care Plan Coordinator/SEND Officer will liaise with all key agencies to secure a place at College and will be able to give you further details on models of funding available within your Local Authority.

When funding is agreed, a contract is signed with the College. The Local Authority will source and fund transport for education. This is reviewed annually to ensure it is still appropriate. The fee does not cover: personal items, clothing, insurance for personal items brought into College, costs of leisure activities, food purchased or travel

## Food and Mealtimes

The College Catering team produces freshly cooked, nutritious lunches every day and always takes into account individual dietary preferences and allergies. A choice of lunchtime food such as sandwiches and hot specials are available every week day in the College Canteen. A weekly menu is issued and students collect orders daily.

All lunches cost £2 – which includes a dessert/fruit.

In addition to that a student led affordable Tuck-Shop offers young people the opportunity to purchase snacks and drinks during break times. Once students have learnt how to make simple snacks and meals for themselves in their Independent Living Skills sessions they are encouraged to transfer these skills into home or their residential setting.

Students are encouraged to purchase food locally and prepare their lunch in the Independent Life Skills room as part of their learning. Residential students will have the chance to make their own meals. This is to ensure the effective transfer of skills from the teaching environment to their real living environment. We would encourage parents to also promote new skills around daily living skills.

## G

### Graduation and Awards

A Graduation and Awards evening is held every year in July at a central location. This special event celebrates the achievements of the students and those that have excelled in a particular area of the curriculum. The College presents several trophies to students every year. All families and current students are invited to attend this celebratory event and share in a success of our students. There is also an evening buffet and disco.

## H

### Health and Safety

The health, safety and well-being of our students is very important to us. All staff have regular training in health and safety and we hold regular meetings to discuss any health and safety matters – for which a Student Council representative attends. All activities are risk-assessed before students can take part in them. Our Health and Safety policy is available upon request.

## Holidays and Home Leave during Term Time

There is an expectation that students will take holidays only during College holiday periods. If there is an exceptional circumstance that requires a student to be absent in term time, please make a request in writing to the Leadership Team. The College is required to report any lengthy absences to funding agencies, which may result in withdrawal of funding for the placement.

## I

### Individual Learning Plans

Each student has their own Individual Learning Plan. This is a key document, agreed with families and carers which records the student's progress throughout their time in College. The Personal Tutor has responsibility for developing, monitoring and reviewing the ILP. The Personal Tutor will discuss the ILP with students on entry to College and again at the Annual Transition Review. The ILP contains information on the student's progress, achievements, qualifications, long term goals, learning styles and support needs, learning programme and targets.

## L

### Learning Support

Hedleys provides a comprehensive range of support services to enable students to access their learning. In all sessions Special Support Assistants are employed to support students at their assessed and stated in their EHCP level of need.

During their first term in College, students will be assessed to determine the optimum learning support to meet their needs. If you have any queries please contact the Personal Tutor. Our SSAs are a skilled group of specialist staff who work directly with the students. The SSAs get to know the students' needs very well as they work with them throughout the week. Our aim is to encourage and promote students' independence, as appropriate, at all times. We do not provide 'key workers' but offer young people access to a small team of care and learning support team who on a daily basis work directly with a group of students to offer consistency and development of skills within a Tutor group.

## Leisure and Enrichment

The College curriculum offer broadens the experience of all students and adds challenge and diversity to the curriculum. Students choose from a range of activities, workshops and events on offer.

The offer can include community access. These sessions consist of community based sessions to help increase independence and social inclusion. Student enrichment choices are on offer each week.

## M

### Medication

The College is supported by the Percy Hedley Foundation Nursing Team, who can support staff to meet the needs of complex young people with a wide range of medical conditions. The nurses do not work for the NHS and are not able to access patient records or information.

The nurses train staff in accordance to The Royal College of Nursing recommendations, which can be found at: <https://www.rcn.org.uk/professional-development/publications/pdf-006634>

The role of the nurses is advisory and please be aware that there may not be a nurse on College site every day. If you have concerns about your son or daughter at home and feel they need medical attention, please contact your GP

**Prescribed Medication:** If your son or daughter has prescribed medication that is required to be taken during the College day, trained staff can administer this. The medication must be supplied in the original packaging and clearly marked with the original prescription label. Please order additional supplies of medication to keep at College. We will write in the Home/College diary when more medication is required.

If you have any specific questions regarding medication please email Lindsay Elliott, Foundation Lead Nurse [l.elliott@percyhedley.org.uk](mailto:l.elliott@percyhedley.org.uk)

**Emergency Medication:** Students requiring emergency medication (i.e. for epilepsy) will carry their medication with them at all times. They will each be provided with a yellow carry bag for this. For auditing purposes the bag will be closed with a numbered, yellow tag.

**As Required Medication:** We advise you to send in some prescribed analgesia such as Paracetamol for times when your son or daughter is feeling unwell. We are able to give some over the counter medication such as Paracetamol, topical creams (such as E45, cold sore creams and eye drops) – this is up to the discretion of the Nurse or Manager in charge. Please contact the nursing team on 0191 266 5491 to discuss any over the counter medication you would like to send in.

CBD: Hedleys College are unable to administer CBD oil unless prescribed by a GP or Consultant.

Care Plan: We will send a detailed care plan/information booklet home for your completion. It is very detailed; this is to ensure that we have all of the most up to date information about your son or daughter's care needs in College. Please contact me if you are unsure about any of the questions or would like to discuss them further.

The College has a nursing team who can meet the needs of complex young people with a wide range of medical conditions. They carry out training with relevant staff to ensure they are skilled to carry out a range of procedures, for example, administration of emergency medication, gastrostomy feeds and suctioning.

## Medical Appointments

Medical Appointments should be made out of College time whenever possible. College staff are not able to accompany students on routine medical appointments. However, in the event of a minor injury or concern, staff may accompany students to a walk-in centre.

If medical professionals have requested to see a student in College, we will need to have at least 24 hours' notice to ensure the correct member of Staff, nurse or therapist is available to support.

It is important to us that College is seen as an enjoyable place to be and we ask that clinical procedures (such as taking blood) are facilitated at home.

## Medical Emergencies

In the event of your son or daughter becoming very unwell in our care, we may need to call an emergency ambulance. As College is in the district of North Tyneside, the ambulance will take your son or daughter to Cramlington Emergency Care Hospital. If your son or daughter has an Emergency Health Care Plan that states they must be seen at a specific hospital – you will need to inform your GP that they will be attending Hedleys College and you would like a red flag on the ambulance system that states they are taken to the hospital of your choice. We are not able to request which hospital a person is taken to if they do not have an Emergency Health Care Plan. When taken to a hospital from college, the student will be accompanied by a member of staff who will stay with them until family arrives.

Following an admission to a hospital, a copy of your discharge letter would enable us to continue any treatment or recommendations that have been put in place. We require written confirmation of any changes to medication doses or regimes.

Sometimes your son or daughter may become too unwell to stay in College and we may call you and ask you to collect them. We do not take this decision lightly and we will only call you if they are too distressed to stay or we believe they may be infectious.

# P

## Personal Profile and Support Plans

All college students have a Personal Profile and Support Plans which are developed with the student along with their family, Personal Tutor and where appropriate the Residential Services Manager. This is maintained and updated by the Personal Tutor. The Personal Profile and Support Plan include relevant information on the student and their support and therapy needs throughout the College day. The personal profile which is lined to EHCP and support plan are reviewed regularly and updated on a yearly basis and can clearly demonstrate how students' progress and achieve throughout their time in college.

## Personal Tutor and Tutor Groups

Each student is allocated his or her own Personal Tutor. Personal Tutors are experienced tutors who have responsibility for the educational development and well-being of individual students.

Your son or daughter will meet with his or her Personal Tutor regularly in Tutor Group sessions, and also on a 1:1 basis. Personal Tutors get to know their students very well and ensure that their individual learning plan meets their needs. They oversee the student's timetable to ensure they are receiving all the sessions they need and monitor their progress towards their long term goals and transition.

You will meet the Personal Tutor at the Parents Evening on a designated date and time, followed by regular contact with them. Personal Tutors may ring/email you to let you know how your son/daughter is doing.

All students are given a College diary/daily communication sheets. This can be used for communication between College and home on a daily basis and we would encourage its use.

You will also meet the Personal Tutor more formally at the Parent/Carer drop in and then at the College's Annual Transition Review meeting.

Following initial and baseline assessment, students are placed in tutor groups alongside peers of similar cognitive ability and/or learning styles. This allows teaching approaches in individual groups to closely match the likely learning styles of the students. Assessment is ongoing throughout a student's career at College and they may be reallocated to a different group if appropriate.

The majority of students have regular meetings, called tutorials, with their Personal Tutors. These give an opportunity to review progress, set new targets and arrange any support necessary. Others are supported through a review of their day.

## Parental Support

We work closely with families to ensure the best outcomes for our students. We run a parent carer support group which meets regularly to cover a wide range of topics. This is a friendly and informal group and if you are interested in joining please contact your son/daughters Personal Tutor for more details. We also have a Student Liaison & Welfare Officer who will help parents with a wide range of issues including advice and guidance on benefits, entitlements such as free meals and many more issues related to further education and special educational needs. Please contact Mark Webb on the College number – 0191 2665 491.

## R

### Religious Observance

Students who identify themselves with a religious faith are encouraged to practice their religion in the manner appropriate to the individual. The College has contacts with faith communities in the local area and wherever possible students are given the support they need to access these centres. The College can provide a quiet space for prayer and reflection when requested.

### Relationships Policy

The College has a clear policy on relationships and sexuality, which is available upon request.

### Residence

If your son or daughter has a residential placement they will be allocated their own, single study bedroom on arrival. This will be equipped to meet their needs and be close to a peer group. Most rooms have the space needed to accommodate wheelchairs. All furniture is provided but you may decorate and use your own items if the student wishes to.

All bedrooms have alarm call points and there are staff on duty throughout the night. All bedding – duvet, sheets, covers, pillows etc. are provided. Most students will be given a fob to access their bedroom unless it has been determined that it is not appropriate (this would be for health and safety reasons). There is no set bedtime, but students should be settling down by 10.30 p.m. so as not to disturb others. Students are not permitted to have anyone to stay in their rooms overnight. Wansbeck House is inspected by the Care Quality Commission – the Registered Manager is Jan Young.

# S

## Short Breaks and Weekend Respite

This must be booked 6 weeks in advance. There are opportunities for residential short breaks and emergency respite 52 weeks per year. Jan Young, Residential Services Manager can provide further details and answer any questions you may have.

## Smoking

Smoking and vaping are not allowed on the Hedleys College site – this also includes any of the residential buildings.

## Starting College

Starting college is a big step for our students, but they quickly settle in with lots of support from our experienced staff.

There is a structured induction programme to ensure the students soon become accustomed to their new environment and the allocation of Personal Tutors and Learning Support Staff means that they know who to turn to for help.

Often parents are more anxious than the students about starting college so we are happy to take phone calls during this period to reassure you or at any point during the year.

## Student Involvement

At Hedleys we are keen to involve the students in decisions about their lives and the life of the College. We have a Student Involvement Strategy, which encourages students to get involved in events such as: interviewing for new staff; acting as tour guides to visitors; representing students at key meetings e.g. Health & Safety, Equality & Diversity. There is an active Student Council who are now part of the Student Union, facilitated by one of our tutors.

# T

## Technology - Mobile Phones and Computers

Hedleys College believes that technology can be an invaluable tool for assisting students with their learning, especially in terms of developing students' communication skills. Students have access to laptops, P.C's, Interactive White Boards and iPads.

Residential students often like to bring portable electrical items to College, these may include; hairdryers, CD players or games consoles. Please keep these items to a minimum and ensure that they are labelled and registered with the Residential Services Manager on arrival.

To comply with Health and Safety, all portable appliances have to be PAT tested by a competent maintenance worker. Any items failing the PAT test will be withdrawn from use. If you decide to equip your son or daughter with a mobile phone please ensure it is a very basic model that is simple to use. Please label it and register it with the personal tutor. In common with other colleges and schools, the use of mobile phones is not allowed during session time.

Some students will have difficulties understanding the subtle social rules around using a mobile phone, for example, they might pass on phone numbers to others without asking permission first or they might make an excessive number of calls to an individual or running up large bills. They may access social media inappropriately or be vulnerable to cyber bullying.

If your son or daughter has a mobile phone please bear in mind that they might phone you with a problem before they have informed a member of staff that there is a problem! Please explain to them that, if they have a difficulty at College, they should speak to a member of staff in the first instance and they will help resolve the matter.

## Therapy

Hedleys College employs its own team of therapists and specialist staff to meet the needs of the students.

### Speech and Language Therapy

A team of Speech and Language Therapists and Speech and Language Therapy Assistants work in College to provide individual, small group and integrated therapy approaches for students. The team supports individuals with a range of complex communication difficulties associated with multiple and profound learning disabilities, cerebral palsy, acquired and progressive neurological disorders, hearing impairment, visual impairment and Autism Spectrum Disorder.

The Speech and Language Therapy team work as part of a multi-disciplinary team alongside education staff, Physiotherapy, Occupational Therapy and an on-site nurse, to ensure that students receive a holistic and integrated therapy approach. The SLT team also delivers therapy within specialist therapy sessions such as Rebound Therapy and Hydrotherapy to further develop students' skills and ensure that their experience and opportunities are maximised.

A Total Communication approach provided within the college ensures that all methods of communication are acknowledged and supported. The Speech and Language Therapy team provide support and training for a range of communication methods including; BSL/SSE, Makaton, PECS, Intensive Interaction and a range of both high tech and low tech AAC devices. Therapy is integrated into all aspects of the college environment to ensure that students are supported to develop their communication and social skills.

Eating and drinking difficulties are supported by dysphagia qualified Speech and Language Therapists, who assess, monitor and manage students difficulties across the mealtime. Students also benefit from being supported by staff that are trained by the Speech and Language Therapy team, ensuring that they possess basic knowledge of dysphagia.

### Physiotherapy

We are a team of specialist physiotherapists and assistants who are responsible for assessing, delivering and progressing student's individual physiotherapy programmes to ensure that all students reach their physical potential.

We aim to empower our students, improve and maintain quality of life, and promote a positive attitude towards health and wellbeing. This is achieved through numerous interventions including hydrotherapy; rebound therapy; group sessions; and individualised programmes. We offer a fully integrated approach to therapy, collaborating closely with other therapies and teaching staff to effectively integrate into the College day. This provides students with greater daily opportunity for physical activities such as postural realignment, stretching, strengthening, exercise, and mobility programmes to improve access to their learning environment – whether this is in college, in the community or with employers. A strong partnership with parents/carers helps the transition from the College environment to home, accessing the local community and beyond.

We also manage and treat students with high medical needs, for example tracheostomies and students requiring supplementary ventilation. Where appropriate, we train staff in various treatment techniques to ensure the student receives the highest level of care and that they are able to fully participate in the curriculum.

### Occupational Therapy

The College Occupational Therapist undertakes an assessment of all potential students prior to entry and makes recommendations for proposed intervention with regard to access to the curriculum and development of independence in activities of daily living.

The aim of occupational therapy within college is to:

- Support, facilitate and enable students to maximise their independence skills through the use of therapeutic activity
- Assess for and recommend suitable adaptive equipment to enable students to enjoy maximum participation in the curriculum and college life
- Assess and develop programmes to support those with sensory processing difficulties
- Promote choice, autonomy and independent living skills. At college, occupational therapy intervention can be on an individual or group basis and may include the following aspects:
  - Functional seating and posture management
  - Wheelchair driving and management
  - Sensory strategies and activities
  - Development of fine motor skills
  - Self-care skills, for example personal hygiene, showering, washing and dressing
  - Eating and drinking management
  - Practical skills and domestic activities of daily living
  - Promoting participation in social skills
  - Access to the community
  - Road safety

## Timetable

Each student will have an individualised timetable, giving them access to all the subjects and support they need to progress towards their individual goals. Sessions are timetabled Monday to Friday. Arrival into College starts from 9.00 am -9.30 am. Sessions start at 9.30 after registration. College ends at 3.45-4.00pm Monday to Thursday and 3.15-3.30pm on Fridays.

## Transition

From the first day at Hedleys College, it is understood that students will be moving on to the next stage of their lives when they have completed their programme at the College. All staff are focused on ensuring that the curriculum prepares the student for the transition to life as a young adult. Parents and carers are consulted at every stage and College staff will work with you towards achieving effective transition for your son or daughter. The Long Term Goals, agreed on the Individual Learning Plan, help to form the Transition Plan, which is updated following each Annual Review and regularly throughout the year.

## Transport

If you have not already done so please check arrangements with your Local Authority or Social Worker regarding transport to and from the College. Please note that transport is not the responsibility of the College and we have no funding for this. Parents of day students are asked to provide contact details of the Taxi Company and name of Escort in case of emergency. Any issues around transport should be dealt with directly through the relevant SEN Transport Department.

## Contact Us

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Forest Hall  
Newcastle  
NE12 8YY

0191 266 5491

Email: [collegeplaces@percyhedley.org.uk](mailto:collegeplaces@percyhedley.org.uk)