

# ALTON COLLEGE SUPPLEMENTARY HANDBOOK 2018-2019

Treloar School and College • Powell Drive • Holybourne • Alton • Hampshire GU34 4GL • T 01420 547 400 • E  
info@treloar.org.uk • www.treloar.org.uk Charity number 1092857.

## **OUR MISSION**

To remove barriers and provide opportunities for physically disabled young people to learn, develop independence and realise their potential – through one nationally-recognised centre of expertise, which is the hub of Treloar’s education, support and other services.

Welcome!

Welcome to Treloar College and to Alton College. Hopefully by now you have had a chance to look around both sites, but as the start of the academic year looms closer you might be beginning to feel a bit nervous about what lies ahead. The first few days are bound to be confusing as you try to find your way around, meet new people and get used to new timetables and arrangements. There will always be someone around who will be happy to help you so....

Don't be afraid to ask if you are worried about anything.

Please remember that this does not just apply to the first few weeks, but throughout the time you spend at Alton College. No question is a silly question and all the staff are happy to answer any of your queries.

The workload is sometimes demanding with attending your classes at Alton College, travelling across both sites and doing more independent research and study than you are used to.

This booklet is only a guide to the most important things about being a student at both Alton College and Treloar College. It does not cover everything you might need to know but aims to give you details that are especially relevant to students who will be studying at both colleges. If you have any unanswered questions, please just let us know.

---

## WHO'S WHO

### **Kathryn Austen**

Is the Alton College Co-ordinator for Treloar College and is your first port of call for all concerns. She is based at Alton College.

How can I contact her?

Email : [kathryn.austen@altoncollege.ac.uk](mailto:kathryn.austen@altoncollege.ac.uk)

Mobile : 07721 306638

### **Jane Clarke**

Is the Deputy Head of College. If you have any concerns which Kathryn is unable to deal with, please contact Jane. She is based in room M27 at Treloar's.

How can I contact her?

Email: [jane.clarke@treloar.org.uk](mailto:jane.clarke@treloar.org.uk)

Telephone: 01420 547 400 Ext.6491

### **Martin Ingram**

Is the Principal of Treloar School and College. If you have any concerns that Jane is unable to deal with, then speak to Martin.

How can I contact him?

Email : [martin.ingram@treloar.org.uk](mailto:martin.ingram@treloar.org.uk)

Telephone: 01420 547 400 Ext. 6482

### **Personal Tutors at Alton College**

You will find out who your Alton College academic tutor is at the beginning of the year. You will have a Personal Learning and Development (PLD) period once a week where important notices and other information are given out. Alton College Personal Tutors are also points of contact for you should you have any concerns or queries regarding the courses you are undertaking as a student at Alton College.

### **Treloar personal Tutors**

You will also have an LSA tutor who will be there to help you with all your study queries. They will also attend your annual review. You will be advised at the start of the year who your Treloar personal tutor is. Your Treloar personal tutor can be contacted by email:

[kathryn.austen@altoncollege.ac.uk](mailto:kathryn.austen@altoncollege.ac.uk) or

[sam.heal@altoncollege.ac.uk](mailto:sam.heal@altoncollege.ac.uk)

---

## **One to One Support**

Student Support Assistants (SSAs) are the people who will come to your lessons as “a pair of hands” if you need them. Remember you do not have to have assistance in class if you are coping well without it. We really want to encourage you to be as independent as possible so try to do as much as you can yourself. But, do not be afraid to ask for help. You will be assigned support sessions on your timetable. These are equally as important as lessons and should not be treated as a free session. These sessions are to help you with homework, research and study skills.

Remember though that SSAs are not there to do your work for you. It is up to you to plan your study time well and to make sure you meet deadlines.

You can contact an SSA for assistance by going to room 46 at Alton College.

## **Help with exams**

All students will have time with their Treloar Personal tutor, to discuss any help that may be needed during exam time and a letter will be sent to the Exam Board explaining to them what you need.

You may type or write for yourself if you are able or a scribe can be provided. Each case is considered individually and all issues can be talked through with the exams officer at Treloar College in advance. We realise that exam time can be stressful so don't be shy if you need to talk to somebody about how you are coping.

## **Transport**

Minibuses take students to and from Alton College. They leave from the main reception area outside the Hub at Treloar College. You will be given a copy of the bus timetable. Please ensure you arrive at least 15 minutes prior to the bus departure time, to allow time for loading. Buses will travel without you if you are late!

---

## STUDYING

### Independent Study Areas

At Treloar College students can use the computers in the Tech Hub. A list of opening times will be provided when you start College. At Alton College Room 46 or any of the study areas across the college can be used. Students can speak to Kathryn Austen to arrange support for personal study.

### Learning Resource Centre at Alton College (LRC)

Speak to the staff there with any queries you may have.

The LRC at Alton College is situated just by the library and has a range of computers, which are bookable, with Internet access and various software. Mandy Nash is in charge of this area and you should direct any questions about IT to her, she has a desk right in the middle!

### Tech Hub at Treloar College

The Tech Hub is open Monday – Thursday 8.30 to 6pm and Fridays 8.30 to 5pm. There are many loanable resources (audio books, large print books, DVDs, video games), and students can come and study and use the PCs, participate in after-college activities including Technology iPad Club, 3D printing club or just hang out and play on the large screen Wii! During opening hours there is always a member of staff available to help find resources or assist with setting you up on a computer. If you require individual help with work during the evening, you can book a member of staff for a 1:1 session.

We have a wide range of resources and work in partnership with other organisation including the RNIB and Hampshire library. We have links with our local library and a wheelchair accessible mobile library visits once a month or you can become a member and use Alton Library.

The Tech Hub is where you will find staff from Assistive Technology, Learning Technology, Computer Services, Learning Resources and Business Systems. Come up to the Help Desk and someone will help you with any technology issues you may have. Alternatively email [tech.hub@treloar.org.uk](mailto:tech.hub@treloar.org.uk)

### Timetable

You will be given a timetable on your first day at Alton College. The first lesson at Alton College starts at 10.00 and the last finishes at 4:00pm. However you will have timetabled support sessions from 9.00. These will be supported by an SSA, and you will be expected to attend these. If you have gaps in your day, you will need to stay at Alton College and work

---

independently. You will also have to attend independence training sessions or therapy at Treloar's and you will be given details and times for this early on in your first term.

### **Textbooks**

Students are expected to buy their own textbooks, as they can then be annotated by the student. Each subject tutor will let you know early on which specific text books you are going to need. This information can also be found on Moodle at Alton College. Students taking practical courses are expected to provide their own equipment and materials e.g. Art Textiles and Design and Technology.

### **Stationery**

You will need to provide your own paper, pens and files for your use and the use of your SSA. Students who will be studying Maths need to provide their own calculator and maths equipment (e.g. protractor and compass).

### **Online Shop**

You will need to set up an account with the Alton College Online shop at the beginning of term. Some subjects require you to pay towards extra resources and you will pay for printing and trips through this system.

### **Computers**

You will be assessed by your Occupational Therapist for your computer needs and many students will be provided with bespoke computer equipment for their use during the academic year.

### **Moodle**

Alton College has an intranet system which is an interactive learning resource and contains lots of information about courses, homework and other activities.

### **Insight**

Teachers at Alton College will record your progress on an online system called Insight. You will have access to this once you have started college. Your parents will also be able to access this and will be sent details at the beginning of term (If you give your consent).

### **Photocopying**

You will be given many hand-outs in your lessons and Alton College has a licence which enables most texts to be photocopied if you want to do more research. If you need texts

---

enlarged, you should let your teacher, your Treloar personal Tutor and Kathryn know, so that they can be provided in time for the lesson. SSAs can also do copies of things for you when needed, just ask!

### **Homework**

SSAs can help with writing or with typing up assignments in support sessions during the day. You will have timetabled support sessions in which to do this. You are also expected to do some independent directed study set by your teacher. There is some specialist subject help available for certain subjects; this is arranged with Kathryn. You can also talk to your teacher and tutor at Alton College to see what help is available there for your particular subjects.

---

## **FACILITIES AT ALTON COLLEGE**

### **Refectory**

The canteen at Alton College, known as the “Refectory”, provides all sorts of food from 10:45 am in the morning until 2pm. You can buy things such as breakfasts, sandwiches, hot meals, jacket potatoes, snacks, soup, cakes and crisps. They often do daily specials too.

If you are going to be at Alton College over lunchtime, you will get a sum of money to buy yourself something to eat and drink. You get this from the Residential Manager of the house you live in at Treloar College. Staff will be around to help with meals if you need them.

Starbucks is also available at Alton College. There are cold water dispensers in the Refectory, the Austen building and in Reception

In the Refectory, there are also vending machines for hot and cold drinks, soups, sweets, crisps and chocolate bars.

### **Toilets**

There are several toilets for disabled students with at least one in each building. You will be shown around at the start of term and can see which one is best for you if you need special equipment. The SSAs are around to help during break and lunch times.

### **Emergency Contact**

When at Alton College, one of the SSAs always carries a mobile phone. Should you become unwell during lesson time or need help in an emergency, you should ask a member of staff or another student to contact reception (dial 200). The receptionist will then contact a member of staff and someone will be with you as soon as possible.

### **Trips**

Some subjects organise trips which you might like to go on. If you need Treloar’s transport for this, you must contact your LSA tutor or Kathryn immediately so that this can be arranged for you. Transport does get booked up very quickly and if you leave it too late you may miss out on the trip. You will have to pay for entrance tickets and other costs the same as your Alton College classmates.



---

## **Examination costs**

The cost of examination fees are covered in your fees. Any resit cost for examinations is covered by the student.

When the time comes, UCAS applications for University are made through Treloar's with your LSA tutor, not with your Alton College tutor. For students who wish to apply for University, support will be given with your application and personal statement. The cost of registration is the student's responsibility.

## **ATTENDANCE**

### **What if you can't make it to college?**

If you are ill or can't make Alton College for any other reason, you must let your Team Leader or another senior member of care staff on the house know as soon as possible so that they can notify your tutors at Alton College. Alton College has a reporting system which keeps track of any missed classes. If your absence is not registered, you will be marked as missing a lesson without permission.

If you can't help being away, an SSA will go to your lesson where possible and take notes for you so that you don't fall behind. Classmates can always fill you in on what you missed too.

### **Holidays and Exceptional Leave of Absence**

Alton College has a clear policy not to authorise any absences from College during term-time, unless there are very exceptional circumstances. Please do not book family holidays during term time or take time off for leisure purposes. Only in the most exceptional circumstances will the Principal of Alton College agree to absence in term time. Students must not miss essential work or assessments and the student must also have agreed realistic plans with staff to catch up on work missed.

For additional guidance, please refer to the Parents' Guide or to request exceptional absence, please complete the Exceptional Absence Request Form both available from the Alton College website.

### **Fire Practice**

Like all establishments, Alton College has the occasional fire practice to satisfy the Health and Safety regulations. On hearing the alarm, students should make their way by the quickest route as directed. You should not return to any part of the building until you are instructed that it is safe to do so.

---

Every Tuesday morning Treloar's tests its fire alarms and if you are on site, at this time, you will get used to doors automatically closing and bells ringing in different places for about 20 minutes. There are, of course, full fire drills too which you'll soon get the hang of.

### **Careers Guidance and Advice**

You will be assigned a Progress and Transition Coordinator who can give you advice on work, study and living options.

At Alton College, you can get this sort of information from Student Services located in the Hub. You should use the resources available at both sites, for example databases and CDs.

Although the decision on where to go is down to you, help is always available and you should talk to your LSA tutor whenever you need to.

Remember...

...Don't panic, it's early days yet!

## **OUTSIDE ALTON COLLEGE**

### **Attending appointments**

All students are expected to attend any appointments arranged with them, either with their Multi-Disciplinary Team (MDT) or external people. When planning appointments with your MDT you need to try to avoid lesson or support service times. If a student is unable to attend a pre-arranged appointment then they must contact the relevant member of staff. If students continually miss appointments it will be reported to the Deputy Head of College.

### **Student Activities and Clubs**

You may invite other students to your House but must obtain permission from care staff. Various clubs and activities take place at Treloar's, both in the evenings, and at weekends, and you could find yourself having a quick dip in the swimming pool, heading off to see a film or going out to play archery!

As long as you have passed your road skills test, you are free to explore! Alton town centre is not far away and as you make friends with other students, you may wish to venture further afield. It is polite just to let a member of staff know where you're going. College life is not all about work (although it is obviously the most important aspect!) and you should take time to get to know your college-mates and have some fun.

---

## **Independence Skills**

Early on, as a first year student, you will have an assessment made of your practical needs on the residential house and for your course by your Occupational Therapist.

The MDT who work with you will help you develop your independence in as many areas as possible.

These may include;

Personal care (dressing, washing and toileting) and eating needs

Functional transfers

Mobility and seating

Perceptual coping strategies

Written communication

Classroom and technical equipment

Community skills (road safety and public transport)

Domestic skills (shopping, budgeting, cooking, laundry and cleaning)

---

## **THERAPY**

### **Speech Therapy**

For students with communication difficulties, speech and language therapy is provided at Treloar's. The department has a wide range of communication equipment that can be tested out and purchased if appropriate.

### **Physiotherapy**

You will be assigned a particular therapist for your physiotherapy needs at the beginning of the year and they will make themselves known to you. For students who attend Alton College it is more difficult to fit physiotherapy appointments into your timetable. It is therefore important that you sort out a suitable and convenient time as soon as you know your class times. If you experience problems with pain, discomfort or getting around Alton College, tell your physiotherapist as solutions may be readily available.

### **Visual Impairment, Counselling and Dietetic Needs**

Support services are available in these areas. Speak to your MDT for help or advice.

### **The Health Centre**

If you need a GP appointment there are various times available for these. Speak to the Health Centre to arrange this. There is also a young person's Sexual Health Clinic which is confidential. You can either make an appointment for this or just turn up.

### **Independence Flat Programme**

Your time here should provide an ideal opportunity for you to acquire the independence skills required later on in life, at university or in a working environment, whilst at the same time allowing you the reassurance of close support and practical assistance from the Treloar staff. The Independence Flat Programme gives you the opportunity to practise all aspects of independent living in a realistic setting. The College has a number of different facilities. You may work on areas such as budgeting, planning and preparing meals, as well as living independently and caring for yourself for several days. Time spent in the flat will give you a more realistic view of which skills you may want or need to develop. You will be encouraged to continue working on these at home and on the boarding house.

### **Complaints and Equal Opportunities**

Treloar's has a formal procedure for complaints and an equal opportunities policy. If you want to make an informal complaint, speak to Kathryn Austen, Helen Goodenough the Head of Residential Services or Jane Clarke Deputy Head of College. You can make a more formal complaint to Head of Safeguarding, who deals with complaints as well as Safeguarding issues.

## Treloar & Alton College Term & Holiday Dates 2018-19

<b>Autumn Term 2018</b>	
Monday 3 September to Wednesday 5 September	Professional Development & Preparation Days for all staff (3 days)
Thursday 6 September	Start of half term 1 for Residential & Day students Staggered start dates for NEW students
Sunday 9 <sup>th</sup> September	Houses open from 2.00pm for NEW ALTON COLLEGE residential students
Monday 10 <sup>th</sup> September	Start of term ALTON COLLEGE NEW students
Tuesday 11 <sup>th</sup> September	Start of term ALTON COLLEGE all other year students
Friday 12 <sup>th</sup> 5 <sup>th</sup> October	ALTON COLLEGE inset day
Friday 19 October	End of half-term 1 College closes 4.00pm and Houses close at 6.00pm
Monday 22 October – Friday 26 October	Half-term holiday for staff and students
Sunday 28 October	Residential students return to Houses 2.00 pm onwards
Monday 29 October	Start of half-term 2 Day students return 9.00am
Tuesday 27 <sup>th</sup> Nov-Friday 7 <sup>th</sup> December	ALTON COLLEGE inset day
Friday 21 December	End of half term 2 (including ALTON COLLEGE) College closes 4.00pm and Houses close at 6.00pm
<b>Spring Term 2019</b>	
Thursday 3 January to Friday 4 January	Professional development days for all staff (2 days)
Sunday 6 <sup>th</sup> January	Residential students return to Houses 2.00 pm onwards
Monday 7 January	Start of half term 3 Day students return at 9.00am
Friday 15 February	End of half term 3 College closes 4.00pm and Houses close at 6.00pm
Monday 18 February – Friday 22 February	Half term holiday for staff and students
Sunday 24 February	Residential students return to Houses 2.00 pm onwards
Monday 25 February	Start of half term 4 Day students return 9.00am
Friday 5 April	End of half term 4 College closes 4.00pm and Houses close at 6.00pm
<b>Summer Term 2019</b>	
Tuesday 23 April	Professional development day for all staff (1 day) Start of term 5 ALTON COLLEGE ONLY Students return directly to Alton College at 9.30am
Wednesday 24 April	Start of half term 5 Residential & Day students return <u>directly to college</u> at 9.00am
Monday 6 May *	Bank Holiday
Tuesday 7 May	College re-opens 9.00am
Monday 20 <sup>th</sup> –Wednesday 22 <sup>nd</sup> May	Reading Week ALTON COLLEGE ONLY
Thursday 23 <sup>rd</sup> & Friday 24 <sup>th</sup> May	ALTON COLLEGE inset days
Friday 24 May	End of half term 5 College closes 4.00pm and Houses close at 6.00pm
Monday 27 May – Friday 31 May	Half-term holiday for staff and students
Sunday 2 June	Residential students return to Houses 2.00 pm onwards (Excluding ALTON COLLEGE)
Monday 3 June	Start of half term 6 Day students return 9.00am ALTON COLLEGE inset day, residential students return to house 2.00pm onwards
Tuesday 4 <sup>th</sup> June	Start of term ALTON COLLEGE
Friday 12 <sup>th</sup> July	End of half term 6 ALTON COLLEGE
Friday 19 July	End of half term 6 for students & staff

---

College closes 4.00pm and Houses close at 6.00pm
--