



# STUDENT SUPPORT

YOUR GUIDE TO ACADEMIC AND ADDITIONAL  
SUPPORT AVAILABLE WHILST STUDYING AT  
**WYGGESTON AND QUEEN ELIZABETH I COLLEGE**



# ADDITIONAL SUPPORT AT WQE

Welcome to WQE College! We are extremely proud of our rich history and strong reputation for academic excellence. We understand that in order for students to reach their potential some support may be required.

We celebrate difference and equality of opportunity, acknowledging that we are all unique and may require varying degrees of support during our individual journeys. Since starting my role at WQE, I have been extremely lucky to oversee the further development and evolution of our student support mechanisms in line with the changing requirements of our student body. We continuously strive to improve our facilities and services to ensure that all students in our care have barriers to learning removed and can thoroughly fulfil their aspirations during their time here.

Myself and the teams providing support services passionately believe in a proactive approach to equality, whilst promoting inclusivity and diversity. Please take your time to digest all the information provided in this booklet regarding our extensive support services offer. It is this offer that ensures we successfully deliver on our mission of 'preparing young professionals'.

Donna Trusler  
Associate Principal

# **WELFARE & SKILLS**

## **LIBRARY AND STUDY SERVICES**

The College has excellent learning resource facilities. There are two well equipped study centres; one on each campus. Students are able to book computers for use during the College day. There are also two libraries, one in R building and one in M building. Students are additionally able to access a range of online resources via WQE Online.

## **ACCESS ARRANGEMENTS**

The Welfare & Skills team engages with students' previous schools to obtain information regarding access arrangements. Students need to provide evidence where appropriate and sign data protection sheets. We will then prepare evidence to submit to exam boards for consideration.

## **WELFARE & SKILLS MENTORS**

Welfare & Skills mentors are available for students with pastoral needs to assist them to overcome identified barriers or challenges to their learning. Students can refer themselves for support, or a member of staff can refer a student via ProMonitor. The mentors provide 1-1 support following a 6-week structure, which can be adapted to meet individual student needs. Mentors have a wide remit that is tailored to the needs of the student, this may include: signposting students to services, helping them to develop both academic and transferable skills, to supporting them through Fitness to Study processes or chairing PEP meetings.

## **SPECIALIST EQUIPMENT LOAN**

The Welfare and Skills team have access to a bank of specialist equipment (such as reading pens and laptops) that can be loaned to students with specific needs and can be adapted according to their requirements. Options can be discussed with a Welfare and Skills mentor or the Additional Support Lead.

# **ADDITIONAL LEARNING SUPPORT**

Students are able to discuss their learning needs with a member of the ALS team. With consent from the student, the ALS team will liaise with teaching staff to provide an outline of the students needs and strategies that teachers may use to support the student. Students are also able to access 1:1 or group support to help them to develop skills and strategies to manage their learning differences. There is some capacity to assess students who consider themselves to have an additional learning need that is not yet diagnosed. If appropriate, assessments will then be conducted by a qualified professional at WQE.

## **STUDENTS WITH EHCPS**

If a student has an EHCP (Educational Health and Care Plan), the Welfare & Skills team will support them during interview, enrolment and during their time at College. Students are assigned a key person from the team, who will work with them in line with the needs outlined on the EHCP. We will conduct an annual review of the EHCP, usually in November.

## **COUNSELLING**

Students can access six confidential counselling sessions. This can be accessed through completing a referral form either independently or with support from a member of the Welfare & Skills team.

We also have a Student Assistance App, which provides 24/7 counselling support for our students as required.

## **PREGNANCY TESTING & CONTRACEPTIVE ADVICE**

Members of staff across both campuses are trained to give contraceptive advice and carry out pregnancy tests. Information regarding services available can be found on posters around the College.

# WELFARE [AT] WQE

## MEDICAL NEEDS

Students with medical needs that have an impact upon their education should contact Welfare & Skills to discuss any reasonable adjustments. These could range from a Personal Emergency Evacuation Plan (PEEP), to a short to long-term College Risk Assessment or in some cases a College Care Plan.

## CHILDREN LOOKED AFTER (CLA)

In general, children who are 'looked after' are:

- living with foster parents
- living in a residential children's home or
- living in residential settings like schools or secure units.

Any student who is 'looked after' during their studies will have a designated key person in the Welfare & Skills team who can work with them to create a bespoke and flexible support plan to help meet their needs during their time at WQE.

## YOUNG CARERS

A young carer looks after a family member who is ill, disabled, battling addiction, or has a mental health condition. These additional responsibilities can have a huge impact on their education, and our Designated Person for Young Carers works with them to ensure there is a support plan in place for the duration of their studies to ensure there are reasonable adjustments in place as required.

# SOCIAL, EMOTIONAL & MENTAL HEALTH [AT] WQE

SEMH needs are complex and can create challenges and barriers for our students at any time during their studies with us. We recognise that often one support method may work for one individual, but not for another - as a result we have a range of options available for students to access depending on their unique needs.

- Group sessions, ranging from art therapy to guided meditation
- 1-1 support with our Student Wellbeing Advisor, Designated Mental Health lead or one of the mentoring team
- Support to contact the GP, and how to communicate individual needs
- Communication support - help with speaking to those at home, teachers or peers to ensure appropriate support is provided
- Risk Assessments and Care Plans to help support recovery, treatment from external agencies or holistic journey
- Enrichment opportunities including training as or working alongside a Student Mental Health Ambassador
- If the student is currently being supported by or awaiting treatment from CAMHS, we liaise with them to ensure we are following their guidance.

## THE SAFEGUARDING TEAM

The WQE Safeguarding Team have a freephone number which is manned from 08.30 - 4.30pm (4pm on Fridays). You can also email them directly on [safeguarding@wqe.ac.uk](mailto:safeguarding@wqe.ac.uk) should you need immediate support, or be worried about one of your peers.

However, the Safeguarding Team is not an emergency service, so if there is a risk to life, please call 999.

# **FURTHER SUPPORT**

## **LAPTOP LOANS & SUPPORT PACKAGES**

WQE has a number of laptops available to be loaned by students during the year. The criteria for the loan is set internally each year, with the following prioritised:

- students receiving bursary support from the 16-19 bursary fund (please see the website for more information)
- students with an EHCP (Educational, Health and Care Plan)
- students with additional support needs or learning differences

Any students with active safeguarding concerns may also be prioritised for a laptop loan, and could also receive an Independence Support Package, tailored to their specific circumstances. These packages may include food vouchers and hygiene products in addition to a College laptop.

## **ACADEMIC MENTORING**

In addition to the subject specific support detailed below, all curriculum areas employ a form of mentoring programme. These vary from group mentoring sessions, 1-1 peer support and additional sessions with a class teacher.

Mentoring sessions may occur more frequently during exam or assessment seasons, or may form a series of regular support sessions during the academic year. Students should speak to their teacher for more information regarding mentoring within their subject.

# ENGLISH, FILM & LANGUAGES

## MODERN FOREIGN LANGUAGES

- All students have the opportunity to arrange one to one teams meetings with their teachers should they wish to do so/be required to do so following concerns raised by teaching staff.
- WQE Online (generic course/topic resources)
- Microsoft Teams (classroom resources and online lesson recordings)
- Kerboodle online package/textbooks
- All students have access to translation textbooks
- All students are timetabled with a languages support assistant for conversation practice

## A LEVEL ENGLISH AND FILM

- A-Level English & Film
- WQE Online (generic course/topic resources)
- Teams (classroom resources and online lesson recordings)
- Currently working on identifying topics/texts students are struggling with to create short presentations and videos on these ('The English Lectures') - all students can access to support learning via Teams. This is a project we have just started so these are not available yet, but will be this term.

## PRE-GCSE AND GCSE ENGLISH

- WQE Online (generic course/topic resources)
- Microsoft Teams (classroom resources and online lesson recordings)
- Using extra staff capacity to offer intervention with students identified as requiring additional support.
- EDUQAS student textbooks available and can be requested through the department.



# MATHEMATICS

As part of the enrolment task and induction activities all students are given the link to the website <https://amsp.org.uk/resource/gcse-alevel-transition-resources> which has very useful bridging the gap between GCSE and A level maths and essential skills.

We have a short induction assessment following which staff gave feedback to students and individual support as necessary. We have a second assessment in October, and students are contacted in advance providing guidance on revision and useful websites.

Students are welcome to email staff if they feel they need more specific support.

## SO WHAT CAN YOU DO TO REVISE?

Make use of the online textbook to do more practice. Make sure that you have ago at the E (exam style) and P (problem solving) questions. Use the solution bank to check your working

<https://www.examsolutions.net/a-level-maths/edexcel/> has videos and more practice questions <https://www.mathsgenie.co.uk/newalevel.html> has videos and more practice questions

<https://www.dr frostmaths.com/login.php?url=%2F> set yourself with an account and access more resources

# PHYSICS, COMPUTING & ICT

## PHYSICS

- For students finding some aspects of Maths challenging, we have extension and revision worksheets available both physically and online, linked to key subject areas
- Literacy. Key words in classrooms for each topic. Class teachers emphasis key vocabulary and technical phraseology. Worked answers show best practice, these are available on WQE online once work is completed..

## COMPUTER SCIENCE

The key access to support is through the teacher and/or subject support which is advertised as a drop in or via referral.

## ICT

- English: teachers will simplify technical vocabulary and explain to students verbally or via glossaries. Feedback will be provided to students on assessed work to assist the development of their written language in key areas such as syntax, grammar and spelling.
- Maths: Teachers will plug gaps in students' knowledge via maths resources tailored to the particular IT unit at hand.
- Teachers will check in on students via Veyon and provide scaffolding activities where necessary.

## ELECTRONICS

- Maths: supported through subject specific work set by teacher
- Literacy: supported by in lesson support and feedback. The more extensive literacy requirements come in the second year of the A level and are supported by use of scaffolding etc.
- Subject specific: lesson partition time specifically for identified students. Subject support available to access by drop-in or as directed by teacher

# BUSINESS, ECONOMICS & FINANCE

- We have year 2 mentors who support year 1 students.
- We also provide small group sessions for year 2 students who need additional support.
- All subjects have resources available on Teams

# HUMANITIES

- We have a variety of staff who have Student Intervention time in all Humanities subjects except Ancient History (Law, History, Geography and Politics).
- We have student mentors who are available to help as well.
- We have well resourced WQE Online courses.
- All staff are available by email and welcome questions and communication from students if they are finding particular aspects of the course challenging.
- Staff also put in significant amount of time for 1-1 chats and group tutorials with coursework.

# BIOLOGY, CHEMISTRY & APPLIED SCIENCES

- All students have the opportunity to arrange one to one teams meetings with their teachers should they wish to do so/be required to do so following concerns raised by teaching staff.
- In-class tailored support provided
- Microsoft Teams (classroom resources and online lesson recordings)
- Staff respond to email queries in a timely fashion

# MEDIA & CREATIVE ARTS

- Media has a wealth of study sheets and videos on WQE Online.
- Art and Design subjects offer physical resources (such as easels for home use), with the option of loan schemes for cameras and camcorders. They also offer virtual resources including Pinterest, youtube channels and visual resources - and guides to support set work on teams assignments and WQE online.
- Music has invested in the following learning packages: Focus on Sound, Auralia, Musition, Soundation (DAW), Noteflight (Notation Software), Teaching Resources and Edexcel-style Listening Tests. Students have their own log-in details and can use all the software at home.
- Drama has an extensive WQE online site, which is regularly updated.
- All Media and Art and Design students have home access to Adobe CC suite paid for by the College, which includes Photoshop and Illustrator.
- '10 minute' tutorial online support sessions on for each subject each week.
- Chasing missing work- Teachers email, call or text students regularly.
- Regular discussions in class with exemplar work studied.
- Meetings with DCAL or CAL or Cal intervention (usually for non-submission of homework or repeated lateness or patchy attendance if part of this pattern, will call parent if allowed and is considered appropriate) Attendance problems across all subjects or repeated non-attendance in a single subject there is an expectation that PPM will chase this up with parents.
- The 'Teacher Intervention Support Forms' are tailored for each subject area designed to help students get back on track. This is Tier 1 intervention. The second or third meeting, where no progress made is Tier 2 might be considered to require a BIP Stage 2 or 3 are referred to PPM and DHOS accordingly.

# HEALTH & SPORT

## CTEC HEALTH, CTEC SPORT & A LEVEL PE

- WQE Online (generic course/topic resources)
- Teams (classroom resources and online lesson recordings)
- Digital textbooks
- Hodder dynamic learning package
- Bookable 1:1 with teachers to deal with specific concerns.
- Referrals to welfare & skills for generic study skills.
- E-stream channel for links to programmes and films supporting topic material.
- Subject support lessons

# SOCIAL SCIENCES

- Mentoring is available from other students.
- Subject support sessions, targeted to specific students.
- Drop in support sessions are available for anyone wanting additional help.
- A wide range of theory booklets, workbooks and textbooks available for student use.
- Digital interactive textbook access for all psychology students.
- Students are directed to a wide range of online resources and subject-specific websites.
- Students have access to a bank of previous exam questions.
- E-stream channel for links to programmes and films supporting topic material.
- All staff are available by email and welcome questions and communication from students if they need help.

# THE STUDENT ASSISTANCE APP

**FREE 24 HOUR CONFIDENTIAL HELPLINE**

**0800 028 3766**

**APP CODE - MHA 196 373**

**USERNAME - WELLBEING**

**PASSWORD - VINEPATHWORK**



health assured

**STRESS & ANXIETY FINANCIAL WORRIES EDUCATIONAL PRESSURES RELATIONSHIPS LEGAL ADVICE**

## THE WQE SAFEGUARDING TEAM

**AVAILABLE 8.30AM -4.30PM WEEKDAYS DURING TERM TIME (4PM ON FRIDAYS)**

**CALL US ON 0800 061 4222**

**EMAIL SAFEGUARDING@WQE.AC.UK**



wqe

Wyggeston &  
Queen Elizabeth I  
College



**SAFEZONE**  **SafeZone**

**FIRST AID CALL**

**FOR WHEN YOU NEED MEDICAL ASSISTANCE**

**HELP**

**FOR NON-EMERGENCY ASSISTANCE**

**EMERGENCY**

**IF YOU FEEL THREATENED OR NEED URGENT ASSISTANCE**



**SAFEZONE IS PRIVACY-PROTECTED, SO WILL NOT SHARE YOUR LOCATION  
UNLESS YOU SUMMON ASSISTANCE OR USE THE CHECK-IN FUNCTION.**

**THIS ALSO MEANS THE APP WILL NOT DRAIN YOUR PHONE BATTERY.**