

# APPLICANT INFORMATION

## Welcome to Additional Learning Support

### Who are we and what do we do?

We are a large team of dedicated staff based at each of the college campuses. We are experienced in supporting learners with a wide range of needs. If you have a disability or learning difficulty our team are here to help you find the appropriate support at college. We can also provide physical support or support for a hearing or visual impairment.

We understand that joining college can be an anxious time and it is really important that we understand how we can support you, so that coming to college can be made as comfortable for you as possible. If you haven't already told us about your support needs at application or enrolment we would encourage you to share this information with us so that we can discuss your needs early on.

You will have been sent a message following your application to fill out an ALS support questionnaire. You can fill this out by logging into your application. If you have any problems filling this out, please contact us via email or phone. Our contact details are in this letter. We will treat the information you tell us with care and, with your consent, share this with your tutors and support staff, so they know how to support you in and out of the classroom.

We offer various types of support depending on your needs including assistive technology loans, workshops and clubs. You can find updates about the support we are offering around college buildings and on our Moodle page. We can also provide on-line and remote support if this is required due to COVID-19.

If you had support in exams at school, it is really important that we know this and that you provide us with your previous evidence, for example this might be your school assessment or a medical letter. Details of how you do this can be found in this letter.

We want you to feel safe and supported at college and enjoy being included in every aspect of student life with us. Details on how to contact us are included in this letter below, as well as on student Moodle and website.

We wish you well with your studies and look forward to welcoming you soon.

### Exam Access Arrangements

If you received access arrangements in your exams or assessments at school or your most recent educational placement e.g. use of a reader, scribe, prompt, separate accommodation or additional time, it is very important that you tell us this.

If you have not already given us your evidence, for example this might be your school assessment or a medical letter, it is important to make sure that you provide us with this as soon as possible. You can email this to us at [AdditionalLearningSupport@southessex.ac.uk](mailto:AdditionalLearningSupport@southessex.ac.uk) or post to Luker Road, Southend Campus marked for the attention of Lorraine Brophy or Jenny Hixon in the ALS team. If we do not have evidence of your request, this will delay us in being able to undertake the necessary assessments for you to receive access arrangements at college.

## How to contact us

### Head of Additional Learning Support

Karen Fox: 07568 106803 or [Karen.Fox@southessex.ac.uk](mailto:Karen.Fox@southessex.ac.uk)

### Learning Mentors (LM)

Staff are responsible for arranging support in the following curriculum areas. Learning Mentors can be contacted by phone on the numbers detailed below, by college email, or Microsoft Teams.

### Southend Campus

- Anne-Marie Hayter ([Anne-Marie.Hayter@southessex.ac.uk](mailto:Anne-Marie.Hayter@southessex.ac.uk) / 01702 220600) - Learning & Progression / Entry Level
- Shan Mok ([Shan.Mok@southessex.ac.uk](mailto:Shan.Mok@southessex.ac.uk) / 01702 220445) – Service Industries
- Chris Thomson ([Chris.Thomson@southessex.ac.uk](mailto:Chris.Thomson@southessex.ac.uk) / 01702 220685) – DTMPA
- Sarah Jee ([Sarah.Jee@southessex.ac.uk](mailto:Sarah.Jee@southessex.ac.uk) / 01702 220499) – Health & Science / Adult English & Maths / Adult FE Counselling
- Jenny Hixon ([Jenny.Hixon@southessex.ac.uk](mailto:Jenny.Hixon@southessex.ac.uk) / 01702 220599) – Exam Access Arrangements / HE
- Cheyne Conway ([Cheyne.Conway@southessex.ac.uk](mailto:Cheyne.Conway@southessex.ac.uk) / 01702 220591) – Art & Design / Business / A Levels / Engineering L2 & 3

### Thurrock Campus

- Samantha Tucker ([Samantha.Tucker@southessex.ac.uk](mailto:Samantha.Tucker@southessex.ac.uk) / 01375 362633) – Engineering & Construction, Art & Design, Business, DTMPA, Adult English & Maths
- Gabriella Garroway ([Gabriella.Garroway@southessex.ac.uk](mailto:Gabriella.Garroway@southessex.ac.uk) / 01375 362787) – Health & Science, Learning & Progression, Service Industries, Business and ICT Level 1, Adult English & Maths

### Stephenson Road Campus

- Ann Graham – Older ([Ann.Graham-Older@southessex.ac.uk](mailto:Ann.Graham-Older@southessex.ac.uk) / 01702 220505) - All curriculum departments at that campus

### Luckyn Lane Campus

- Ann Graham – Older ([Ann.Graham-Older@southessex.ac.uk](mailto:Ann.Graham-Older@southessex.ac.uk) / 01702 220505) - All curriculum departments at that campus

### ALS Learning Mentor Managers (LMM)

Each LMM has an area of responsibility for Additional Learning Support and a College mobile. They can be contacted as follows for further advice and guidance:

- Sarah Fincham: 07720 968128 – Sensory Team
- Tina Booth: 07936 368296 – High Needs Students and Complex Health/Physical Needs
- Sarah Markey: 07860 954550 – Education, Health and Care Plans
- Lorraine Brophy: 07889 536327 – Access Arrangements, Higher Education, Apprentices
- Gill Collins: 01702 220695 – Social & Emotional Needs, Mental Health

The Learning Mentor Manager Team can also be contacted via email at the following address:  
[ALSSeniorLearningMentors@southessex.ac.uk](mailto:ALSSeniorLearningMentors@southessex.ac.uk)

### Administrators

Ferwin D'costa: [Ferwin.D'Costa@southessex.ac.uk](mailto:Ferwin.D'Costa@southessex.ac.uk)

Georgia Curwood: [Georgia.Curwood@southessex.ac.uk](mailto:Georgia.Curwood@southessex.ac.uk)

Please note that you can also email the following ALS email address and we will respond to your query as soon as possible: [AdditionalLearningSupport@southessex.ac.uk](mailto:AdditionalLearningSupport@southessex.ac.uk)