

The School of English Inclusive Learning Policy

The School of English is committed in its support of all students, including those with a disability. We provide prospective and current students registered with a disability with clear and comprehensive information that sets out the support that is available to them.

We expect students to familiarise themselves with this information and take up all the support opportunities on offer, where applicable, so as to enable them to make the most of their time at University and achieve to their full potential. We also encourage students to actively seek out the answers to any questions they may have about the support we provide, and be partners with us in this enterprise.

The support the University provides follows the 'student journey', from enquiry and application through to enrolment, on-programme support (reasonable adjustments in respect of learning and teaching and assessment), through to completion of studies and graduation. The School of English is central to the provision of this support, and we will work together with disabled students, and central support services, to seek to ensure that they are supported appropriately throughout their time at University.

School of English procedures and practices in support of disabled students.

Information for applicants

The School website contains up to date information on the support offered at School level. Applicants with disabilities are encouraged to make contact with Student Support and Wellbeing (SSW) as early as possible and to make an appointment to meet with the Student Support Officer prior to starting their studies, whenever possible. The Student Support Team will refer all students with disabilities to the SSW as a matter of course.

Open Days and Visit Days

We provide applicants with information on the University's support services available at every Visit Day and Open Day. We include a talk on School level support for all applicants or prospective students.

We invite all applicants with disabilities to come and discuss any concerns they may have before embarking on their studies, either before or during Welcome Week. We direct them when necessary to the SSW.

We will ensure that students are aware of their responsibilities in terms of seeking help and utilising the services offered by the central support teams, and of the real benefits of working with the SSW to formulate an Inclusive Learning Plan (ILP).

All students are provided with contact details for the School support team and also the central support teams.

School, Departmental or Module Handbooks

The Handbooks and website are up to date containing clear information for students seeking help.

Links to SSW and other support services are prominent as are posters and information displayed within the department. The School's Policy statement will be made visible in both hard copy format and on the website.

All students with ILPs will be emailed with a copy of the School's Policy Statement to ensure that they know who and where to go to for help.

Communication in relation to students, their disabilities and agreed support needs.

Confidentiality is essential to the relationship between students and staff. Students will be made aware that all relevant staff will have access to ILPs for students they are teaching and that it is a requirement that teaching staff read them and act on any requirements. Updated ILP information will be circulated as and when it is received. Any issues arising with a student that is likely to impact on their academic progress will be communicated to relevant staff with the student's permission. Students are also encouraged to discuss any academic difficulties with their seminar leader, the module convenor or their Academic Adviser.

Agreement and Implementation of ILPs

Information and updates on ILPs is circulated at the appropriate times to the relevant staff. All staff are aware that the details of ILPs are confidential and that it is their job to ensure that all students have access to the same learning experience. Where necessary, staff will make adjustments discretely.

At all times students are encouraged to discuss any changes to or implications of their ILPs with both support staff and members of academic staff to ensure that the practical implementation of any recommendations/requirements is done as quickly and smoothly as possible.

It is made clear to students that this is a relationship that requires commitment from both the School and the student to ensure that the learning experience is a positive one.

Where possible lecture handouts or presentations are posted on moodle in advance of the lecture. When this is not possible the materials will be made available as soon after the lecture as is practical.

Information on and preparation for seminars is almost always circulated in advance in order to allow all students time to prepare. However, there will be occasions when materials are circulated in class and students with ILPs, especially for Specific Learning Difficulties (SpLDs) should be given sufficient time to work through the material.

The department already records a number of lectures for our students. Students with ILPs are welcome to record any that are not currently being recorded. Recording of seminars will need to be discussed on an individual basis.

A large amount of our secondary reading is available via moodle and/or the library's e-text collection. A large number of core texts will be available electronically and the department will work with the library towards insuring that this is the case for all core texts.

Submission and Assessment of Assignments

The School discusses each deadline with students on an individual basis. This allows the Support Team to ensure that the student is receiving sufficient support. We will not refuse an extension to a student with an ILP but have found it more productive to encourage students to work to deadlines and then to grant extensions if necessary, rather than as a default. This is always discussed with students with new or revised ILPs and they are aware of the procedures for gaining extensions.

All other students are required to make an appointment with Student Support to discuss any extension and to provide any necessary evidence to support their application.

Where agreed in a student's ILP, assignments are marked in accordance with any reasonable adjustment for their disability.

Arrangements for in-class assessment and examinations

The School of English does not have in class tests but does occasionally have assessed presentations. Provision for reasonable adjustment will be made for students with ILPs.

Staff will be made aware of this need and will ensure that in-class assessments of any kind can be adjusted to comply with the requirements of an ILP. This will also be discussed with the student to ensure that an appropriate alternative is available.

Staff Development

The School is committed to ensuring that all staff are made aware of equality legislation, and their role and responsibilities in relation to the law and University policy and procedures for students with disabilities.

Staff in the School of English are supportive and understanding of all students with a disability and work hard to ensure that all students are given the opportunity to fulfil their academic potential.

The Student Support Team in the School keeps all staff informed of changes in circumstances of individual students and also of any new policies and procedures pertaining to students with disabilities.

As a School we are dedicated to providing an excellent experience to all of our students and staff. As both an academic and administrative team we work hard to ensure that all staff know how to read and implement ILPs and to ensure that all students complete their academic studies to the best of their abilities.

Raising concerns and making complaints

The School of English has a clear and accessible complaints policy and students are encouraged to discuss their concerns with either the Student Support Team or a seminar leader in the first instance.

Students are directed to the University's complaints procedure and are offered support at every stage of their complaint.

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