



Head of the Class Ltd

Disabilities, Special Educational and Additional Needs Policy

Head of the Class was founded to bring educational opportunities and benefits to as many students as possible, including disabled students and students with special additional and special educational needs.

Head of the Class aims to treat all students with equal concern, as individuals, with diverse needs, likes and dislikes. Our service has a lot to offer all students, irrespective of ability. We tutor with a high staff to student ratio of 1:7 which helps us take a student centred approach.

We ensure that:

- We take time to discuss a student's needs with the parent and the student at the time of registration.
- We will take all reasonable steps to ensure students have access to the provision.
- All students enjoy the same support and encouragement from staff irrespective of ability.
- Cohesion; All students are included in the social life of the centre and feel like a 'member' in the full sense of the word, irrespective of ability.
- We regularly review students's progress and adapt their programmes if necessary.
- We make the best possible use of parent conferences and other opportunities for dialogue and feedback.
- Staffs are encouraged to be aware of disability issues and to attend development training on developing inclusive practice.
- We are always open to guidance from parents and professionals on the type of training that may be beneficial or necessary for working with a specific student.
- All parents and students using wheelchairs are immediately invited into the centre to ensure that they are free of any encumbrances in the reception area
- Staff will respect the privacy and dignity of all members and staff, and make sure this is maintained whilst in our care.
- All information provided by a parent/guardian will remain confidential, and only shared with the minimum necessary members of staff.
- All information provided will be stored in the student's personal file and on their individual record on our membership database.
- We work within the guidelines of the Disability Discrimination Act 1995