



Support for Students with Disabilities

Disability Statement

2011

Support for Students with a Disability or Specific Learning Disability

Ways in which the School can assist students who have:-

Mobility impairments

Asperger's Syndrome

visual impairment

hearing impairment

specific learning difficulties including dyslexia

mental health problems

Medical conditions

Introduction

The Guildhall School of Music & Drama is situated in the City of London as part of the Barbican complex and is owned, funded and managed by the City of London. The school provides the training for undergraduate and post-graduate Music students as well as for undergraduates studying Acting and Stage Management & Technical Theatre. Plays, operas and concerts are part of a regular programme performed by the students throughout the academic year.

This document tells you what is available for students who have disabilities or any specific difficulties within the learning environment at the school. Please make your needs known to us in order that we may make the appropriate adjustments and provide you with the support that you require.

CONTENTS

1.	Guildhall School student support	Page 1
2.	Making your application	Page 2
	(i) What to do before you apply	Page 2
	(ii) Guidelines for completing an application	Page 2
	(iii) Pre-entry guidance and admissions	Page 3
	(iv) Data Protection Act 1998	Page 4
3.	Personal and academic support	Page 4
4.	Complaints and appeals	Page 5
5.	Library and learning resources	Page 6
6.	Disability support tutor contact	Page 6
7.	Support for Dyslexia	Page 6
8.	Financial support for undergraduates	Page 7
9.	Student Affairs	Page 8
10.	Accommodation during your programme	Page 10
11.	Physical Access	Page 10
12.	Student Union	Page 11
13.	Disability Contact Staff	Page 13

1, Guildhall School student support

Introduction

The Guildhall School of Music & Drama is committed to a policy of equal opportunities for disabled students and welcomes applications from student with disabilities or specific learning difficulties. Students and staff at the school are committed to creating a positive climate which allows everyone to participate in all aspects of the school's life.

The school aims to provide a supportive learning environment for each individual student. Staff endeavor to offer appropriate assistance to students, particularly those needing support with writing or specialized learning equipment for dyslexia; those needing counselling for depression or other mental health problems; those with physical/sensory impairment or mobility problems and ongoing medical conditions.

The support team will do their best to respond to individual students' disabilities and their requirements. They recognize that students' circumstances may change during the period of study and that students may experience a particular problem which will affect their life at the school. In all cases the support team will aim to respond effectively.

We are always pleased to welcome students with a wide variety of backgrounds and experiences.

2. Making your application

(i). What to do before you apply

Before you apply for your programme at the school it is useful to think about the type of support you have had in the past and what you are likely to need here during your time as a student.

You are welcome to visit the school prior to your application and familiarize yourself with environment. The school has an Open Day, at present, for music students during March and mid October of each academic year when staff will be pleased to discuss any questions you may have.

To enquire about the Music programme you may contact:-

Undergraduates

Alessandro Timossi

tel: +44 (0)20 7382 7271 email: alessandro.timossi@gsmd.ac.uk

Post-graduates

Ayca Ibrahim

tel: +44 (0)20 7382 6129

email: ayca.ibrahim@gsmd.ac.uk to enquire about the Acting programme you may contact:-

Sharon Clarke

Tel: +44 (0)20 7382 2323 email: sharon.clarke@gsmd.ac.uk

To enquire about the Technical Theatre programme you may contact:

Lisa Evans

tel: +44 (0)20 7382 7173 email: lisa.evans@gsmd.ac.uk

(ii). Guidelines for completing an application

The application form includes an option for you to state any information about your disability. We ask you to complete this part as fully as possible. This will ensure that staff are fully aware of your circumstances. They will then be in a better position to offer proper consideration to your application and advice and assistance on

acceptance. Providing the disability information will in no way make it less likely that you will be offered a place on your chosen programme.

It is helpful to have available any documentation relating to a medical condition or disability (e.g. a letter from your doctor or details of a formal assessment by an educational psychologist), which you can bring with you if you are called to interview.

If you are unsure about how to fill out the application form the Admissions Manager will be pleased to assist you with any questions. You can contact the Admissions Manager on:-

Jennifer Kay

tel: +44 (0)20 7382 7183 email: jennifer.kay@gsmd.ac.uk

The information on your application form assists the staff to provide for your particular requirements if you are invited for an audition/interview at the school.

(iii). Pre entry guidance and admissions

(a). The school admissions process

If you have indicated that you have a disability on your application form, this information will be passed to the Student Health Advisor, who acts as the school's Disability Co-ordinator.

(b). Auditions/Interviews

There will be an opportunity to talk over your individual circumstances with a member of staff in the **Department of Student Affairs** on the day of your audition/interview. You should contact the department secretary

Lesley Secker

tel: +44 (0)20 7382 7219 email: lesley.secker@gsmd.ac.uk

to make an appointment at least one week in advance of your audition/interview. This consultation will be in confidence and will not be used as part of the formal selection process. We will try to help you decide whether this school is an appropriate learning environment for you. It may be important for you to be clear about where the programme is taught and the location of accommodation.

Where appropriate, and with your permission, staff from Student Affairs will discuss your particular needs with the Head of the programme to which you have applied. In this way we can ensure that if you are offered a place, your individual requirements can be met.

(iv). Data Protection Act 1998

The school is a registered data controller under the Data Protection Act 1988, and is aware of its responsibilities to ensure the fair and lawful processing of personal data. Disclosure of a student's personal information is released only:-

- To the student or someone acting with the express permission of the student to act on their behalf
- To a member of staff of the school for the use in the proper performance of his/her duties
- Where disclosure is a legal requirement
- Where failure to disclose information would endanger the student or be against the student's interests

3. Personal and academic support

Academic Registry

The Academic Registry provides services and information on entry requirements, applications, financial support, student loans and enrolment. The Registry processes all student application forms and is the primary contact point for all student enquiries relating to admissions and assessment. You will need to visit the Registry during your first week at the School (Induction Week) to discuss your individual needs.

The Registry is responsible for the organization and administration of all examinations and assessment and will take care to provide for any student who has a specific requirement (e.g. extra time allowance) for exam sessions.

Contact: Heather Swain, Assistant Registrar.
(Progress & Assessment)

tel: +44 (020) 7382 7182 email: heather.swain@gsmd.ac.uk

The link between your programme requirements and your personal circumstances is an important one. During Induction Week you will be informed which of the programme staff have been assigned to you to assist you in choosing your programme of study. They will also help you make contact with other relevant members of staff e.g. Deputy Heads of Department or Programme Tutor.

4. Complaints and appeals

Any student who wishes to make a complaint or appeal regarding their programme or a specific assessment or progression decisions should contact the Academic Registry in the first instance for advice on the operation of the school's Complaints and Appeals procedures. Students are also advised to consult the Validation Handbooks or Assessment regulations of the validating university for their programme – additional copies are available from the Academic Registry.

The Academic Complaints and Appeals Procedures are set out in the school's Quality Assurance Handbook and also in Programme Handbooks. The Registry can provide a copy of the procedures on request and these can also be made available in large print, Braille, on tape etc. if required.

Contact: Heather Swain, Assessment Manager

tel: +44 (0) 7382 7182 email: heather.swain@gsmd.ac.uk

5. Library and learning resources

The Library has a comprehensive collection of music, plays, poetry, scores and video recordings and is accessible by wheelchair. There are 14 computer terminals available for use by students.

The Librarian and Head of IT are available to discuss individual needs with students. Every reasonable effort is made to ease difficulties. Library staff will assist with obtaining material that may be otherwise difficult to access.

6. Disability support tutor contact

Every department within the school has one or more Disability contacts who advise you on aspects of your programme and assist you with arrangements for your course work.

It is important that you make contact with the appropriate person in your department as early as possible. Contact details are listed on page 12 of this booklet.

Academic staff are expected to make every reasonable effort to provide learning materials in an appropriate format. Please understand that this takes time to arrange.

If you require the support of a Note Taker or BSL Interpreter sufficient notice is required as they are in short supply.

7. Support for Dyslexia

The Disability Co-ordinator offers support for students with Specific Learning Difficulties. Individual appointments can be made for the appropriate students to be referred to an Educational Psychologist. There is no charge to students for this service.

Dyslexia support tutorials are held on a weekly basis at the Learning Resources Centre in Student Affairs at Sundial Court. There are two specialist dyslexia tutors). The centre consists of a study room with

PCs and specialist software for a variety of learning support needs. The room may be booked for private study when it is not being used for tutorials through Reception in Student Affairs.

8. Financial support for undergraduates

UK undergraduate students only are entitled to the **Disabled Students' Allowance (DSA)**, which is intended to cover any extra costs or expenses you have while studying that arise because of your disability. Students on 'designated programmes' (including full-time and sandwich programmes in Higher Education) are eligible to apply. The DSA allowance is provided for the cost of specialist equipment or the cost of a support worker, for example, a note taker or mobility enabler. Students who are Dyslexic should see the **Student Health Advisor** to arrange for an appointment with a recognized Educational Psychologist to assess their needs. The assessment is paid for by the school.

The Website www.aimhigher.ac.uk student finance can provide you with information:-

Your **Local Education Office** can provide you with information on:-

- Student Loans
- Tuition fee grants
- Supplementary grants e.g. for disabled students, lone parents, travel costs and those leaving care to enter Higher Education

International Students

We are happy to receive applications from disabled students and ask that you contact us after receiving formal acceptance as a student so that we may fully understand your requirements and can advise you of our ability to meet them. Unfortunately, international students are not eligible for the UK government disability allowances and you will be required to fund the resources that are necessary for your needs.

It is the responsibility of the EU and overseas students to enquire from their own country whether or not they are eligible for any financial help.

9. Student Affairs

Head of Student Affairs

Advice may be sought from the Head of Student Affairs on financial difficulties, social problems, disabilities and learning difficulties and any other welfare issues that might arise.

Sue Cowan, Head of Student Affairs

tel: +44 (0)20 7382 7198 email: sue.cowan@gsmd.ac.uk

Study Skills & Disability Services Co-ordinator

Deals with all aspects of disability and learning difficulty support, including dyslexia assessments and application for Disabled Students' Allowance; study skills advice for all students in essay writing, note taking, planning dissertations, and so on; English language support for international students.

Alison Long, Study Skills & Disability Services Co-ordinator

tel: +44 (0)20 7382 2360 email: alison.long@gsmd.ac.uk

Health & Welfare Manager

The Health & Welfare Manager provides a service on various aspects of healthcare.

If you have registered a disability on your application form or have any health problems that might affect your studies it is helpful if you contact the Health & Welfare Manager as soon as possible. This enables staff to be aware of any safety risks that might affect you whilst studying at the school.

The school does not provide a general health service and students studying at the school for more than a term should register with a doctor (General Practitioner – GP) local to where they live during term time.

Aideen Langan Health & Welfare Manager

Tel: +44 (0)20 7382 7256 email: aideen.langan@gsmd.ac.uk

Counselling Service

The Counselling Service is a free and confidential service offered to all students at the school. It is staffed by qualified counsellors and conforms to the BACP (British Association of Counselling & Psychotherapy) guidelines and code of ethics.

Tel: +44 (0)20 7382 7257 email: counsellors@gsmd.ac.uk

International Students

The Guildhall School has been welcoming International Students over many years and currently 41% of students are from overseas. The school has a supportive and friendly atmosphere and staff will help students to settle in and adjust to their new environment.

Our Student Life Officer will provide support and confidential advice to international students on any issues that may arise such as travelling and studying in the UK, visa extensions, work permits and accommodation as well as particular help and advice regarding the many aspects of living in London.

Julia Lazarus Student Life Officer

Tel: +44 (0)20 7382 6132 email: julia.lazarus@gsmd.ac.uk

10. Accommodation during your programme

Student Affairs will notify the Head of Estates Management of students' individual requirements. To allow us to be prepared for your arrival we encourage students to let us know about any special circumstances at the earliest stage of application.

The school has accommodation facilities adapted for wheelchair users and people with mobility difficulties. In addition, room adaptations (e.g. fire alarms for students with hearing difficulties) can be arranged.

A security guard is on site 24 hours a day and trained senior students are on call throughout the night.

Please contact with any queries:-

Martin Auger, Head of Estates Management

tel: +44 (0)20 7382 7218 email: martin.auger@gsmd.ac.uk

11. Physical Access

The school is a multi-site institution. Its buildings were recently listed in 2004. Although the Barbican complex is over 30 years old, it is the only architectural example of its type left in Europe.

Location Access

Access to the main school and other buildings does sometimes create problems for some students with restricted mobility. Certain areas may be inaccessible. Parts of some programmes take place at other school sites. It is important for you to inform us of access difficulties you think you may encounter so that we can explore possible solutions. In certain cases it may be possible to arrange classes in the rooms which offer the best facilities to meet your requirements. The school is committed to progressively removing barriers affecting people with disabilities and we are happy to provide up to date information about facilities.

Facilities

The school has:-

- Loop systems in the main theatre
- Lifts in main buildings and to the Library
- Wheelchair accessible living accommodation/disabled accommodation at the school's hall of residence at Sundial Court
- Disabled toilet provision in the main school, the annexe and Sundial Court

The Facilities Manager will also discuss appropriate auxiliary aids and services with individuals. Contact:-

Martin Auger, Facilities Manager

Tel: +44 (0)20 7382 7218 email: martin.auger@gsmd.ac.uk

12. Student Union

The Student Union (SU) is able to provide support and information during your time at the school and acts as a point of contact between students and staff. The President of the Student Union represents your views at the Board of Governors of which he/she is a member. The SU also encourages students' interests within and beyond the subject of their programme by supporting a number of societies and activities in the school. The SU also provides additional services and ensures that specific needs are addressed. Their office is on the second floor in the Common Room and can be accessed by lift on all floors. The SU can be contacted on:-

Tel/fax +44 (020) 7638 9055 email: union@gsmdsu.co.uk

The statement is accurate at the time of printing, but there may have been changes in facilities since publication. It is advisable to check facilities by contacting **Martin Auger, Head of Estates Management** at the address below.

If you would like to receive a copy of the Disability Statement in larger print, in Braille, in tape form or by e-mail please contact the General Office.

Contact: Martin Auger, Head of Estates Management

Tel: +44 (0)20 7382 7218

email: martin.auger@gsmd.ac.uk