

LONDON SCHOOL OF THEOLOGY

HANDBOOK FOR DISABLED STUDENTS AND THOSE WITH SPECIAL NEEDS

Principal's Welcome

Welcome to the Handbook for Disabled Students and those with Special Needs. London School of Theology is committed to the high quality teaching and research of use to the church and the world. Our commitment to quality embraces the needs of the whole community and we welcome applications from disabled people.

The Handbook contains the information that will help you to make an informed application to London School of Theology; it will guide you to appropriate services if you choose to study here.

Our Disability Equality Scheme and Action Plan are also available on our website.

In order for the School and you to plan together the best approach to your specific needs, it is important that you share with us information about your requirements as early as possible. All information that you share with us in this way will remain confidential to those members of staff who require access to it.

We hope that you will choose to study at London School of Theology; we will do our best to provide the support and facilities that you require so that you are able to achieve your potential.

Simon Steer

Introduction

We welcome applications from disabled people and those with special needs. As part of its Equal Opportunities Policy, it recognises that disabled people have a right to equality of opportunity in education and a positive environment in which to study, earn qualifications and progress.

Students with all kinds of disability successfully study here. Some students' needs may change or only become apparent during the course of their studies.

The School cannot claim to have all the facilities and services that will meet every need in every course of study. However it will do what it can to remove the barriers to access and success in higher education for disabled people. We are striving to provide equality of experience for all students and to expand and develop our services for disabled people.

The purpose of this Handbook is twofold :

1. To provide helpful and accurate information for prospective students about the range of facilities and services that are available to support the needs of disabled students and those with special needs. A list of useful internal and external contacts is enclosed as an appendix to this Guide.

2. To be a useful reference guide for disabled students and those with special needs throughout their time at London School of Theology.

As such it includes the School's Disability Statement. If you need this Handbook in another format or medium please let me know. It is designed to compliment the fuller general information available in the various prospectuses and in the Student Handbook - ABC of LST.

Any comments on the content of this Guide or any matter related to disability issues will be welcome.

Jenny Aston
Disability Manager
01923 456103

Current Policy and Practice

The School aims to provide a welcoming and friendly environment which is supportive to both students and staff with disabilities.

This Handbook explains the School's positive attitude towards students who have a disability, in the following ways :

- it sets out the procedure for student admissions
- it makes provision for special arrangements for assessment and examination, where necessary
- it outlines a programme of improvement to the School environment, as resources allow, supporting the full involvement of students with disabilities
- it makes provision for improving awareness of disability issues amongst staff and students
- it describes how the policy will be monitored and provides a mechanism for responding to complaints

Access to courses

The Disability Policy also makes clear that applications from students with disabilities will be considered against the same criteria as applications from students without a disability for the same course. No applicant will be refused a place here before full consideration of the specific support facilities required has taken place. The School will make every effort to make reasonable adjustments to enable students to attend. However students should be aware that in rare circumstances it could be reasonable to refuse an application to a particular course for example, for health and safety reasons.

Applicants who indicate that they have a disability will be invited for interview by the Registrar and given the opportunity to visit the site to ensure that the facilities would be suitable. Applicants should let the Registrar know of any special requirements for their visit so that these can be met. Applicants will also be given opportunity to discuss with Jenny Aston, Disability Manager, the support they require.

Copies of the Disability Statement and the School's Equal Opportunities Policy (and further copies of this document) can be obtained from the Disability Manager.

Student Experience

Students with different disabilities have studied here. The School is always considering ways of improving facilities for disabled students and has an on-going programme of work to improve the physical environment.

Admission Arrangements

Every application is considered individually on academic grounds. Other factors will subsequently need to be taken into account when your own or others' health or safety may be at risk. In these cases we would wish to make every effort to accommodate your special requirements.

We would therefore urge all applicants with special needs to identify their individual requirements as early as possible in the application cycle, on the application form or by contacting the Disability Manager/Registrar. If you can come for interview we can arrange a meeting with the relevant staff to discuss your needs.

In your first few days here there is an induction week which includes registration. During this period our arrangements will be flexible and we will attempt to anticipate most special needs; for example by providing another student to accompany you through the registration procedure.

Registration can involve some queuing and if this is likely to be a problem for you be sure to raise this with the Registrar. Special arrangements can be made if required for registration in an office at a quieter time.

Site Accessibility

General

London School of Theology was built in the late 1950s on the site of a private house built in the early 1900s (now Aldis Hall). Extra accommodation was built in 1970 when London Bible College moved to Northwood from Central London.

There are parking spaces for disabled drivers at the front of Laing Hall and the Guthrie Centre.

There are ramped entrances to Laing Hall (laundry and library doors), Mitchell Hall and the Guthrie Centre. At the laundry entrance to Laing Hall there is a power assisted door with video link to the Reception desk. We plan to make disabled access to Aldis Hall.

There is a passenger lift for access to the basement and the first floor of the Student Centre.

There is access to the football pitch via the Student Centre car park and steps to the tennis courts.

Laing Hall

There is a passenger lift from the main entrance to the first floor (lecture rooms, dining room, Accounts and Training offices).

There is ramped access to the ground floor of the Library only.

Aldis and Mitchell Halls

Access to the first and second (Aldis Hall only) is via a stairway.

Student Centre

There is a passenger lift for access to the basement and the first floor of the Student Centre.

Guthrie Centre

There is a chair lift to the first floor.

Facilities, resources and equipment

Computers for students' use are in room E (first floor, Laing Hall) and the Library. In the Library you may use your own computer in 'silent' mode.

A scanner for student use is found in room E.

If you need handouts and School documents in a specific format or medium please give us advance notice.

Telephone points are found in all buildings. One near the Laing Hall passenger lift is at wheelchair height. Non-resident students who require a School phone account should see the IT department.

Photocopiers for students' use are in the Library. Specific induction courses will be held for new students in the first week of term in using library/training resources.

If you require support or advice about any part of your training or assessment please contact your tutor in the first instance.

If you need specific help because of your particular needs please contact the Disability Manager or Registrar.

Laing Hall - There is a bedroom, shower and wc for a disabled person on the ground floor and ramped access via the chapel corridor. There is a toilet adapted for disabled users on the first floor near the dining room.

In the corridors there are double swing fire doors.

Guthrie Centre - there is a wc for a disabled person on the ground floor

Aldis Hall - there is a shower and wc for a disabled person on the ground floor

The Chapel and largest lecture room are equipped with a loop for those with hearing difficulties.

Information for Disabled Students

Personal Academic support - each student is assigned to a personal tutor who is the first point of contact for personal and academic matters.

Disability Information - please see the Disability Manager, Jenny Aston, for any queries relating to disability. From the reception area her office is the first on the right in the 'faculty' corridor on the ground floor of Laing Hall.

Counselling service - the first person to approach is the School Chaplain, Chris Jack, who will be able to put you in touch with appropriate counselling help.

Study skills support for students with dyslexia is given by a tutor who visits the School twice weekly.

Student Body - the Student Committee manages student affairs. Elected officers organise the School minibus and student social events. They meet regularly with the Principal to discuss matters of mutual concern.

Assistance available

Independent living support may be available via the local social and health services

Specialist arrangements

Advance planning - please let us know as early/soon as possible if you can foresee that you will need special help or support for any activity.

Please check to see that arrangements have been made to your satisfaction.

If you have any problems please contact the Registrar about some of the extra help you may require, for example -

extra time/rest periods during examinations

examination papers in specific format

designated or separate room

invigilator awareness

course work eg practical training

Financial support

Information about Disabled Students Allowances is available via your Local Education Authority and from the Disability Manager. It may consist of the following elements :

equipment allowance

non-medical personal helper allowance

general allowance

cost of personal assistance

Trusts and Charities - some charitable groups make grants to individuals in need. For further information refer to the Directory of Grant Making Trusts or conduct searches via the internet.

SKILL (National Bureau for Disabled Students) holds a list of trusts (0800 328 5050)

Quality, monitoring feedback and complaints procedure

Please give us feedback about any aspect of your stay here. The Student Body representatives raise issues of mutual concern with the Principal in weekly meetings. All leaving students are invited to give feedback but don't wait until the end of your course.

If you think you have cause to complain about any aspect of our service to disabled people at London School of Theology please speak/write to the Administrator in the first instance.

Future developments

We will continue to monitor its service to disabled people and aim to make annual improvements to its physical environment in line with budgets.

Appendix 1 Useful contacts and sources of information

Internal contacts

intranet documents - the disability handbook and various guides can be found on the School intranet, accessible from any computer on-site (or from home if you have internet there)

prospectus from School Reception 01923 456 010

admission/course enquiries - Registrar 01923 456 250

disability/special needs - Disability Manager 01923 456 103

accommodation - internal (Registrar 01923 456 250) external (Accommodation Officer 01923 456 252)

Medical Centre - a GP from Harefield Medical Practice attends weekly during term time 01895 822 944

Training/careers - Director of Training 01923 456 214

Student finance - Accounts Office 01923 456 127 or Administrator 01923 456 200

External contacts

- Hillingdon Health Authority
High Street, Yiewsley (01895 452000)
- Hillingdon Social Services Area Office (Ruislip)
126 High Street, Uxbridge (01895 250111)
- SKILL (National Bureau for Student with Disabilities)
Chapter House, 18-20 Crucifix Lane, London SE1 3JW (0800 328 5050)
www.skill.org.uk
- DASH (Disablement Association in Hillingdon)
Royal Lane, Hillingdon, Middx, UB8 3QX (01895 231 677)
E-mail ydf45@dial.pipex.com
- Hillingdon Independent Living Centre (HILC)
Colham Lane, Hillingdon, Middx, UB8 3QX (01895 233 691)
- Hillingdon Dyslexia Association
Darren House, High St, Uxbridge, Middx (01895 270 916)
- Hillingdon Mind
Aston House, Redford Way, Uxbridge, Middx, UB8 1SZ (01895 271 559)
- The Computer Centre for People with Disabilities
University of Westminster, 72 Great Portland Street, London, W1N 5AL
- ME : Local Connection Group
c/o 30a The Avenue, Hatch End, Pinner (020 8421 5551)
- Community Service Volunteers
237 Pentonville Road, London, N1 9NJ (020 7278 6601)