

ACE TEFL Special Educational Needs Policy

Preamble

ACE TEFL will make every effort to accommodate students with special educational needs, including disabilities or difficulties which can impact learning (e.g. physical disability, visual/hearing impairment, dyslexia, dyspraxia, ADHD, mental health issues).

This document explains how we support students who have special educational needs. It describes the support we can offer in different situations before, during and after the course.

Support offered to all students

Our courses are designed to be as accessible as possible to people with special needs such as dyslexia, dyspraxia or ADHD. Some of the support we provide is available to all students, regardless of their needs:

- Students can read and study most of the essential documents before the course begins.
- Students can complete written work in their own time; there is no timed written work during the course.
- Students can use a laptop at any time. They can complete their assignments with a computer, and they can use the interactive whiteboard for all their lessons if their course includes a teaching practice component. Students are allowed to audio record all input and tutorial sessions, if they find this helpful.
- All worksheets are provided online, usually in .docx format, so students can change the format, font or font size to make them easier to read.
- Coloured paper is available, and students can re-print any worksheets they need to.

- Assignment instructions are designed to be easy to read for people with dyslexia, and are “chunked” so that students can follow them more easily.
- Tutors are available to discuss assignments and lesson plans and provide feedback on a one-to-one basis when necessary.

Additional Support for Students with Special Educational Needs

If you have special educational needs, you are strongly encouraged to disclose those needs when you apply for a course, in the relevant section of the application form. For qualifying courses, you will also need to provide some evidence of the severity of these needs (usually a statement/report provided by an Educational Psychologist). If we are made aware of your special educational needs, we will be able to provide some additional support.

If you have informed ACE TEFL of your special educational needs, you will be invited to discuss your needs with your course director and suggest possible ways in which we can help. The course director will then inform you of what types of support are available for your specific course, so that you know what types of support you can ask for. Examples of extra support include the following:

- A tutor can spend extra time helping you structure your work on lesson planning or assignments, or in tutorials. You can have up to one hour per week of one-to one support with a tutor. This extra time will normally fall outside the scheduled hours of the course.
- We can grant extensions to assignment deadlines if this is helpful to you.
- If you have severe difficulties during the course, we can arrange for an extension to your course dates or, in the case of qualifying courses, ask the awarding body for an extension to your course dates, to allow you to finish any assessed work that you have been unable to complete during the course dates.

While we strive to provide equal opportunities for everyone, including students with special educational needs, all extra support is at the centre's discretion; the Centre will consider each individual case and our tutors will do their best to make any necessary adjustments, as long as these do not unfairly disadvantage other students.

Changes To This SEN Policy

ACE TEFL is committed to a programme of continuous review and action to ensure that these policies remain effective. It is the responsibility of the Directors to monitor effectiveness, and to review and develop the policy. Monitoring and review takes place annually.

Contact Us

If you have any questions about this Privacy Policy, please [contact us](#).

This policy statement was approved by Alexander Makarios and George Vassilakis, Directors of ACE TEFL, in January 2021 and is due for review in January 2022.

