Support Package G: Specific Learning Difficulties

Student’s name

Student ID 100......

Degree programme

Year of study

Mobile number

Department

Diagnosed condition(s)

Welcome to Royal Holloway

Thank you for advising us of your Specific Learning Difficulty/ies. We are pleased that you have asked us to support you here at Royal Holloway. Please read the declaration on page 3 carefully.

Once you have read and understood this document, please sign and return to confirm your acceptance of the declaration. This will enable us to put in place appropriate support during your studies at Royal Holloway. Additional information is available from our web pages.
## SUPPORT AVAILABLE

### From your academic department:

- Permission to record lectures **whilst in attendance** (subject to applicable College policies) ¹
- Access to class material up to 24hr in advance **where practicable**²
- Additional time to respond to oral questions in workshops, tutorials and seminars **where practicable**
- Exemption from being asked to read passages out loud in class if needed and requested
- Receiving green stickers that you would put on your assessed work so that markers are aware of how your SpLD affects your written work (subject to Department)
- **Available upon request and with some input from the Disability & Dyslexia Services**, help and advice with discussing your disability with:  
  1. Your host institution/work placement abroad  
  2. Your compulsory work placements  
  3. Any companies involved in an optional year in Business/Industry  
  4. Your department with regard to any field trip support

### From the Disability & Dyslexia Services:

- Referral for full assessment or updated assessment if the evidence provided is deemed insufficient (please note that there is a fee attached to this)
- Study skills sessions to be agreed on an individual basis
- Initial support and advice on relevant assistive technology
- Organisation of exams access arrangements according to the recommendation contained in your **post-16** educational psychologist or specialist teacher diagnostic assessment
- Advice regarding your application for Disabled Students Allowance (please find initial advice and an application form [here](#))
- Access to non-medical help if recommended in your Disabled Students Allowance/Needs Assessment.

### From other professional services in College:

Library support (such as flexibility with loans, help with locating material, etc.).

*Please note that this is subject to your attendance at an initial meeting with the library.* You will be contacted for an appointment once you register with DDS.

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¹ Attendance is a course requirement which cannot be waived at Royal Holloway.
² The nature of the teaching on some courses sometimes makes this impossible to achieve but every effort will be made to work out with you and your department a suitable alternative.
What happens next:

1. Please advise us of any additional support not included above that you wish to discuss (you will be contacted for a telephone or face-to-face appointment):

2. Return this documentation signed with a post-16 Educational Psychologist or Specialist Teacher’s report. Please note we do not accept form 8s or letters from SENCOs.

3. You are advised to keep a copy of this document for your records.

4. Read this declaration and sign below

- I understand the content of this support package
- I understand that the College’s ability to provide support will be dependent on engaging with the College as appropriate and providing the College with timely and accurate information in respect of my disability, including informing the College where there has been a change in my health or circumstances.
- I have indicated above any additional support I wish to discuss
- I authorise that this information and the accompanying evidence be held on manual and electronic files by the College
- I authorise that this information be shared with relevant College staff and external bodies involved in the support provision and arrangements
- I acknowledge that College staff may contact me for additional information and that any such discussion does not constitute an offer of support provision
- I thereby declare my intention to engage fully with the support offered and to inform the Disability & Dyslexia Services of any change in needs as and when these arise

Signature:  
Date: