

Accessibility and Inclusive Learning – Terms of Provision

1. In your first session you and your Non-Medical Helper (NMH) will create a Learning Plan. This is important as it will help guide what you do in your sessions. This will be regularly reviewed to check it still meets your needs.
2. After each session we will ask you to fill in a timesheet to confirm that it has taken place.
3. Please give your NMH at least 24 hours' notice if you want to cancel a session, otherwise it counts as a missed session.
4. If you miss two sessions in a term, you won't be able to book another session until you have had a review with your NMH or an Accessibility and Inclusive Learning co-ordinator. This is to discuss the reasons why you have missed sessions and explore how we can support you better. Please see your NMH Student Handbook for more details about the cancellation procedure.
5. If you have any questions or complaints about your support sessions or you wish to change NMHs, please speak to your Accessibility adviser.
6. Confidentiality and data protection for your NMH support is covered by the confidentiality statement you signed with the Accessibility and Inclusive Learning team. Please speak to your Accessibility adviser if you have any questions regarding this.
7. Once my support has finished, I will remove all contact details for my NMH(s) from my phone, computer and other devices. I understand that my NMH will do the same with my contact details.

For more information about your NMH support please refer to your NMH Student Handbook or contact the Accessibility and Inclusive Learning team.

I understand and accept the terms above.

Student name

Student's signature Date

Tutor's signature Date

To contact the Accessibility and Inclusive Learning team (including Dyslexia Skills), please phone or text Student Services (01326 370 460) or email accessibility@fxplus.ac.uk.