

Education Reprographics (Braille Transcription) Department Parent Information

The Education Reprographics Department provides braille/tactile image production for children who are tactile learners and educated within the City of Birmingham to assist pupils to access the national curriculum.

Who are the Education Reprographics/Braille Transcription Department?

- The Education Reprographics Dept. is one of the Birmingham City Council SEND (Special Educational Needs and Disabilities) support services, supporting children and young people with vision loss.
- There is 1 full time braille Transcriber, term time only.

Who do we support?

- Children and young people from 0 to 25 years with a diagnosis of a vision impairment.
- Early years settings
- Schools – mainstream, resource bases and special schools
- Colleges

Do you work with other professionals to help my child?

- Yes – we work closely with QTVI, Heads of Resource bases, HLTA and TAs

What support do we offer?

Reprographics support includes:

- Producing curriculum materials for individual students in a format that supports their Braille reading ability, using the braille 'Take Off' series, grade 1 and 2, together with supporting tactile diagrams and materials.
- A Tactile Discrimination Skills (TDS) programme has been developed by the department and is widely used across Birmingham in all settings; mainstream, resource bases and special school.
- Work requests mainly include the transcription of worksheets, revision guides, textbooks and coursework materials to support A level, GCSE and BTEC students. A large proportion of these requests include tactile images with supporting descriptions necessary to support the child's learning and understanding of the subject.
- The department is based in a purpose built production hub at Priestley Smith School, with access to specialist software, zychem heat machine, thermoform and braille embossers.
- The Service also benefits from excellent links with reprographics staff regionally and nationally.

- The department delivers training on:
 - Use of RNIB Bookshare for modifying books and tactile images.
 - How to de-clutter a document in preparation for producing a tactile image.
 - TDS – Supporting staff to deliver the programme.
 - Awareness and use of the 'Take Off' series when using the Duxbury braille system.
 - Producing Screen Reader Ready (SRR) Documents

What contact will I have with staff from the Reprographics Department?

- Following your request, you will be contacted by staff, either for further information regarding your modification, or to give an estimated time of completion.
- You will also be able to contact them if you have questions, concerns or need some advice.

Who can request curriculum modifications?

- QTVIs
- HLTAs
- Mainstream Staff
- Parents

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Further information for families of children and young people with vision loss can be found on the

Birmingham Local Offer website:

https://www.localofferbirmingham.co.uk/send_support_services_menu/sensory-support-vision/