

# School Protocols (Summary)

for Tuesday and Wednesday sessions where students are on sites other than their normal base

- Where a learner has a particular educational need, or medical need or requirement, the school will provide relevant information to the course provider. The learner will be required to give consent for the information to be passed on.
- Providers will carry out appropriate risk assessments.
- Levels of supervision at break times are considered to be adequate.
- All staff deliverers will be Enhanced CRB cleared.
- All sites have anti-bullying policies. Any behaviour issues will be reported back to the home school.
- In cases of emergency closure, the institutions closing will inform transport and all institutions with participants as soon as the decision is made.
- All deliverers have Health and Safety Policies which students must adhere to. Personal protective equipment must be worn as appropriate for the course.
- In the case of accident or medical attention being required this will be reported back to the school immediately and relevant accident forms completed at the site of delivery. In an emergency, the deliverer may directly contact parents/guardians. A responsible adult will be with the student at all times.
- The Child Protection, Data Protection and Disclosure of Information Acts apply to all members in this partnership for 14-19 year olds.



Ysgol Bryn Alyn



The Maelor School, Penley



Ysgol Morgan Llwyd



St Joseph's Catholic and Anglican High School



**PLEASE ENSURE THAT ALL STUDENTS HAVE COMPLETED FORM B AND THAT UP TO DATE CONTACT DETAILS ARE IN PLACE IN CASE OF EMERGENCIES**

Wrexham Local Education Authority, schools and the 14-19 Network have worked together to extend the choice of Learning Pathways. The rules below are for all students when at a site other than their normal base on a Tuesday and Wednesday afternoon.

- Attendance at all sessions is expected if students are to gain maximum benefit from the course. If they are unable to attend, parents/guardians should contact the school who will inform the centre. If a student is absent and a phone call has not been received the school will be informed of the absence that afternoon.
- The highest standards of behaviour are expected at all times. Normal school rules will apply. Students will be informed of any specific rules that apply for their course and in the centre they are attending. Health and Safety rules must be observed. **ALL SITES ARE NON-SMOKING, BOTH BUILDINGS AND GROUNDS.**
- It is essential that all appropriate equipment and specialist clothing is taken to all sessions.
- School uniform must be worn on Wednesday except where specific course requirements apply eg PAVE, Salon Services.
- Homework is essential for some courses, and where set must be fully completed by the date required. All level 2 courses and many level 1 will require e-learning through Moodle.
- Any misbehaviour on buses will be reported to schools.
- An annual report will be sent to parents/guardians; it will contain details of attendance, effort and achievements on the course. Reports for GCSE courses will be prepared in January and issued by half term. Reports for vocational courses in Year 10 will be prepared in June and issued first week of July. A second report will be prepared in January of Year 11.
- Schools will receive a copy of the report and a weekly emailed report of attendance and any problems which arise. Schools will also be alerted by phone during the session about any unauthorised absences.
- Students are responsible for their belongings at all times. No responsibility will be accepted by the school, provider or Network for loss or damage.
- Schools will be informed of arrangements for examinations and external assessments as appropriate. The school and provider reserve the right not to enter any candidate whose attendance and attitude to coursework are unsatisfactory.
- In case of emergencies, students have been asked to ensure that their school has up to date contact numbers for parents/guardians.
- Sessions end at 4.15. Students must make their own arrangements to get home. Students at Bersham Road and St Christopher's sites may return to the main Yale site first if they wish (Transport is available). Students attending courses at the Maelor School, Penley will be advised separately.
- Schools will be provided with course details for the following year by the beginning of January each year.
- Schools will hold written evidence of permission to attend courses.
- All examination results will be forwarded by email. A paper copy will be issued as soon as possible.