

Student Handbook



Ysgol Bryn Alyn



The Maelor School, Penley



Ysgol Morgan Llwyd



St Joseph's Catholic and Anglican High School



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

- Attendance at all sessions is expected if you are to gain maximum benefit from the course. If you are unable to attend, your parents/guardians should contact your school who will inform the centre. If you are absent and a phone call has not been received your school will be informed of your absence that afternoon.
- The highest standards of behaviour are expected at all times. Your normal school rules will apply. You will be informed of any specific rules that apply for your course and in the centre you 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.
- Your 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 or at the centre will be reported to your school.
- An annual report will be sent to your parents/guardians; it will contain details of your 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.
- Your school will receive a copy of the report and a weekly report on your attendance and any problems which arise.
- You are responsible for your belongings at all times. No responsibility will be accepted by the school, provider or Network for loss or damage.
- You 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, please ensure that your school has up to date contact numbers for your parents/guardians.
- Sessions end at 4.15. You must make your 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 studying Horticulture at the Maelor School, Penley will be advised separately.
- Arrangements for travel to the site will be issued separately.