**![Maelor_Sixth_Logo[1]]()REALISE YOUR POTENTIAL – CYRRAEDD EICH POTENSIAL**

The Maelor School, Penley, Wrexham, LL13 0LU

Tel: 01948 830291email:contact@maelorschool.org.uk

Sixth Form Twitter - @MaelorSixth

July 2020

Dear Parent/Carer,

We trust that our prospective Year 12 students are ready to step up to their next challenge at the Maelor Sixth starting on Thursday 3 September, 2020. Below we have details of how their Enrolment Day will take place.

To follow the guidelines outlined by the Welsh Government we would ask that;

* Individuals who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school for the collection of results or enrolment.
* Students only enter the school site to complete the enrolment process.
* Parents do not gather at entrance doors, or enter the site (unless they have a pre-arranged appointment).
* Signage from the main school Car Park which will direct to two areas is followed: The Library and the Canteen. Both will be organised to using a One-Way system to avoid groups of people mixing as far as possible.
* Hand sanitizer and cleaning products at each station are used before and after entry and exit into the areas.

**Maelor Sixth Enrolment – Thursday 20th August 2020 9.00am to 12 noon.**

When students have received their GCSE results there will be the opportunity to complete an electronic registration at your earliest convenience at the Maelor School.

There will be two areas set up on Enrolment day;

**LIBRARY**

1. Students should make their way to the Library if they have met the criteria for each subject they have chosen to study at A Level **AND** have gained a C grade or above for **BOTH** English and Maths. Students can then complete electronic enrolment in the Library.
2. There will be no logging on process, forms will already be uploaded to complete which should make the completion of the form user friendly and quick to complete.
3. Staff will also have to take a photocopy of the results achieved, please make sure you have these for the enrolment process
4. Students will be able to leave the school site, following the appropriate sign posts after the electronic registration is complete

******Website:** [**www.maelorschool.org.uk**](http://www.maelorschool.org.uk)

**Twitter: @MaelorPenley**

**CANTEEN**

There may be instances whereby students have not received the results they were expecting. We will be on hand to discuss options with students presented with this scenario. Subject entry criteria are set based on professional knowledge of a subject that is key to a student being able to manage specific subject content in an A Level.

1. **criteria** and/or have not gained a C grade or above for both GCSE English and Maths.
2. Members of the Senior Leadership Team will be available in the Canteen to discuss options one to one.
3. Staff will also have to take a photocopy of the results achieved, please make sure you have these for the enrolment process.
4. If a final decision can be arrived at for enrolment into Maelor Sixth, then a paper based enrolment form with be completed and left in school.
5. Students will be able to leave the school site, following the appropriate sign posts.

If any student wishes to enrol but is unable to do so at the school e.g. on holiday, please let us know by 31st July, 2020 by emailing penny.ellwood@maelorschool.org.uk and alternative arrangements will be made.

**KS5 Welcome/ Information Evening**

In previous communications we have indicated an evening to welcome students and parents into Maelor Sixth. This event has been removed from our calendar. Should restrictions be lifted with regard to large gatherings we would endeavour to hold the event when it is safe to do so and we will remain in contact about prospective dates.

**Return to School Dates for Year 12 Students**

The school received the operational and learning guidance from the Welsh Government on Monday,13th July with regard to the arrangements for the September return to school. Currently our plan is for year 12 students to start the term on Friday 4th September. Routines will be different to the normal planned return arrangements. School year groups will be organised into ‘zones’ to restrict movement around corridors and through the school building. Additionally, zones of year groups will not mix with other year groups.

For a short time, the Common Room will not be available for use by our students.

The term will start with a Tutor Group briefing delivered electronically, in the relevant zoned Sixth Form bases. We will not be holding the normal Sixth Form assemblies in the school hall until restrictions on groups gatherings are lifted.

We are also mindful that our Year 12 students have been away from our formal education setting for a number of moths. We are really looking forward to meeting our new year group but do not expect our students to return as ‘Sixth Form’ students with all the skills and knowledge required to be successful in their A-Level subjects. Therefore, our plan will be to run a short ‘Return to Studies’ programme with varied focused session with form tutors and teaching staff in subject areas that will include:

* A-Level Mind-set & Growth Mind-set;
* Managing the Sixth Form Experience;
* Year 11- Year 12 Transition Expectations within subjects;
* Time Management;
* Independent Learning for A Level subjects.

As a member of Maelor Sixth students can wear informal clothing. We have to be mindful that we are not in a college setting and that our sixth form students are ambassadors and role models to our younger year groups. Clothing, therefore, should be appropriate for an academic environment.

**Personal Planning & Organising**

All students should be prepared with the following resources:

* An academic planner for 2020/21 selecting a format to suit individual needs;
* A4 folder with dividers enabling the separation of work for each subject being studied – in some subjects, students may be taught by more than one teacher and it is imperative that there is a good start to the organisation of work completed in school. Homework and notes produced from additional reading should be clearly labelled;
* Responses to the ‘Reading Lists’ distributed during Step Up Day (or posted if unable to attend the Step Up Day);
* Basic equipment for each lesson (this is essential due to the inability for staff to share equipment with students). The requirements of specialised equipment will be discussed with students, should the need arise, in the first week of term.

**Transport**

All non-Local Authority, i.e. Pat’s Coaches Transport can be booked via the following link;

<https://docs.google.com/forms/d/e/1FAIpQLSdZr_j3flAQATV2q3jl8hlYAJa324JdF50anRyvQyP7YoC67w/viewform>

All queries regarding transport should be directed to our Transport Manager, Mr Heron, on transport@maelorschool.org.uk.

Booking for LA Transport is secured by visiting the Wrexham LA website.

**Parent Pay & Use of the Canteen**

Our biometric system eliminates the need for pupils to carry cash throughout the day. Money can be paid into the student’s account and any money spent on food & drink from the Canteen will be deducted on a daily basis. It is important that the parental permission section in the blue booklet\* is appropriately signed for students new to Maelor Sixth to enable this system to be accessed by our students. Additionally, parental consent is necessary for a finger print to be recorded or for the preference of a pin number to be issued to a student.

Due to the Corona Virus we will have some changes in place regarding the use of the Canteen. In the first few weeks of term we would strongly encourage students to bring packed lunches to minimise overcrowding in the Canteen. Free School Meal students will have full access to the Canteen service. All food will be packaged and be designed to eat outside of the formal Canteen area.

**Hwb E-mail Accoun**t

Communications between some staff and students will be carried out via the school’s Hwb network. We will endeavour to ensure that new students will be given their school Hwb address within the first 2 weeks of term.

**Educational Maintenance Allowance (EMA) - Wales**

Educational Maintenance Allowance, EMA, Wales is an allowance for students living in Wales who also study in Wales. EMA is an income-assessed weekly allowance of £30 to help students with the cost of further education. It is paid directly into a student’s bank account. It provides young people, who wish to continue in education after school leaving age, with an incentive to earn awards through good attendance and achieving agreed objectives. To receive this students, have to attend all lesson. Any appointments or absence also have to be covered by a letter to ‘authorise’ the absences.

Receipt of EMA will not affect any benefits which are currently paid to a household. For further details of eligibility and the application process please go to <https://www.studentfinancewales.co.uk/FE>.

**Parental Permission Booklet\***

Please complete and return to Mrs Stewart in the Library on Enrolment Day. These booklets were given out at our Step Up Day or if you were unable to attend would have been sent last week.

A summary of the above arrangements and details of other important dates for prospective sixth form pupils are detailed below;

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Location** | **Date** | **Time** |
| Year 12 Enrolment | Library | Thursday 20 August, 2020 | 9.00am - 2.00pm |
| Year 12 Welcome Briefing & Timetable discussions | Form Based Zones | Friday 4th September, 2020 | 8.50am – 11.30am |
| Year 12 subject guidance | Subject based zones | Friday 4th September, 2020 | Remainder of the day in lessons |
| Year 12 Return to Studies Programme and subject lessons | Form & Subject Based Zones | Monday 7th to Friday 11th September | Throughout lessons and tutor bases |

We look forward to seeing students at our Maelor Sixth Enrolment day and welcoming them to Maelor Sixth Form. If you have any questions regarding the above information, please feel free to contact me (penny.ellwood@maelorschool.org.uk).

Yours sincerely



**Mrs Penny Ellwood**

**Assistant Headteacher/Director of Sixth Form**

Ysgol Maelor / The Maelor School

01948 830291

******Website:** [**www.maelorschool.org.uk**](http://www.maelorschool.org.uk)

**Twitter: @MaelorPenley**