



LEARNER HANDBOOK USEFUL INFORMATION

Contact details

Email: office@alphatraininguk.net

Website: www.alphatraininguk.net

Address Main office:

Hawthorn Farm, Ironstone Rd, Rawnsley, Cannock, Staffs, WS12 0QB

Tel: 0771 054 1699

Please note that any text messages received cannot be replied to.
Any communication made from Alpha Training will be sent via email.

Staff:

Head Teacher

Michelle Howdle

Deputy Head Teacher

Hayley Boden

Office Manager

Donna Reynolds

Lecturer

Dale Howdle

Absences

All absences must be reported to Alpha Training via text, email or phone call.

Horse/Animal Care Uniform

- Warm/waterproof coat
- Waterproof trousers
- Black Alpha Training Polo (Purchased from Alpha)
- Black Alpha Training Hoodie (Purchased from Alpha)
- Jodhpurs/thick trousers
- Jodhpur boots/Wellingtons
- Woolly hat during cold weather
- Cap during hot weather
- Sun screen during hot weather
- No jewellery

Please ensure that you bring a packed lunch and plenty of water with you as we do not have any shopping facilities nearby. Alpha Training has kitchen facilities with a kettle and microwave for heating up food.



Enrolment Form

Please let us know as soon as possible if there are any changes made to your personal details

Full Name: _____ D.O.B: _____

Address: _____

_____ Postcode: _____

Mobile: _____ Home: _____

Email address: _____

Please provide details of any known health problems or special needs the student has

Contact in case of emergency

Name 1: _____ Relationship to student: _____

Home no.: _____ Mobile: _____

Name 2: _____ Relationship to student: _____

Home no.: _____ Mobile: _____

-----**Office Use Only**-----

Name of course: _____

Date of enrolment: _____ ENR NO: _____

School: _____

Contact Name & Number: _____

Initial assessment results

Maths: _____ English: _____ ICT: _____

Relevant Quals: _____



Your rights to Privacy

Alpha Training is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your school and the Learning Records Service. We hold this personal data and use it to:

- **Support your teaching and learning**
- **Monitor and support your progress**
- **Provide appropriate pastoral care**
- **Assess how well your college is doing**

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. For more information on the new GDPR Law please refer to our GDPR policy found on our website: **www.alphatraininguk.net** We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

Where appropriate we will send to relevant National Health Service personnel information on individual students changing college (or address) to ensure continuity of health care. Alpha Training may require photographic evidence of assessments that have been completed. Alpha Training may use photographs (with permission) on the Alpha Training website and/or Facebook page. Alpha Training will NOT use photographs of students on any other internet site.

Please sign the form below stating that you give permission for Alpha Training to take photographs of your child for practical assessments to be used as evidence of completion and that you are happy for photographs (after permission) to be uploaded on to the Alpha Training Website and Facebook page.

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Photographic Disclosure

I give permission for Alpha Training to take photographs of:

Student name _____
As evidence of practical assessments and to be used (with permission) on the website and social media pages for Alpha Training

Signed _____ Date _____

Print name _____ *(Person with Parental responsibility)*




Alpha Training Home/College Agreement

- At Alpha Training we strive to develop a friendly, happy and caring environment in which learners can flourish and learn.
- It is the responsibility of all the staff at Alpha to foster this caring approach and we aim to move forward in a positive way when dealing with difficult situations that may arise.
- Our mission statement encompassing this approach is 'A new beginning' and we aim to see every opportunity in a positive light.
- The staff at Alpha are expected to promote this caring and positive approach within their own lectures and throughout the academy.
- We aim to be good role models for learners and to work with parents and families to develop a positive and supportive approach.
- Parents, carers and families have an important role in the education of their child and we want to work in partnership in order to enable all learners to achieve their full potential and make the best possible progress.

Therefore we ask parents and students to sign up to our Home/College agreement.

Student Name: _____ Signature: _____

Parent/Carer Signature: _____

Signed on behalf of Alpha Training: 

Michelle Howdle
Head Teacher
Alpha Training



	As a student I will do my best to...	As parent(s) I/we will do our best to...	As a Training Centre we will do our best to...
Attending Alpha	Always wear full uniform Bring any equipment needed for that day	Send my child to the Academy in full uniform Make sure my child has all needed equipment	Insist that uniform is worn at all times Inform learners of equipment needed and when
Attendance & Punctuality	Attend Alpha on the correct days Give the note or make a phone call explaining any absences	Make sure my child attends Alpha on the correct days and on time Inform Alpha as soon as possible on the first day of any absences to Alpha Training Office: 0771 054 1699	Encourage good attendance and punctuality Reward good attendance Keep parents informed of attendance issues Only consider authorising holidays in exceptional circumstances
Learning	Listen to my tutor and staff and work hard Respect the right of other learners to learn Have pride in my work	Take an interest in my child's work at Alpha Encourage my child to always work to the best of their ability Support my child with any homework set	Provide well planned lessons Provide a broad and balanced curriculum Set appropriate work and mark it consistently Regularly assess progress
Behaviour	Behave well in and outside Alpha and follow Alpha rules Be polite to staff, students and clients	Encourage my child to have a high standard of behaviour at all times Support Alpha's behaviour policy	Encourage high standards of behaviour at all times Implement Alpha's behaviour policy Treat all students fairly
Pastoral support	Let the lecturers and my family know if I have any worries that affect my work	Let Alpha know if there are any problems likely to affect my child's learning	Listen and respond quickly to concerns Inform families as soon as possible of anything may disrupt the normal lecture routine
Links with Alpha	Take all letters home Complete any sanctions set by my tutor Discuss my day with my family telling them the good and bad things that have happened to me so that my family can help me deal with issues that have arisen Discuss what I have learned with my family	Attend consultations and meetings with tutor Read letters from Alpha and reply if necessary Support Alpha Training if sanctions become necessary	Hold termly consultations with parent and student Provide a written report of student progress, attendance and punctuality Provide termly newsletters Set termly targets Inform families of any concerns as soon as possible
Life at Alpha	Find out what opportunities are open to me	Support Alpha Training events Regularly check the website alphatraininguk.net	Inform families of any events at Alpha Training



BEHAVIOUR CONTRACT

Hawthorn Farm Rules - *(Please tick to say you understand)*

Turn up on the right days Always let Alpha know if you are unable to attend for any reason.	
Be on time Lessons start at 10:00am so aim to arrive at least 10 minutes before then.	
Be respectful Abusive behaviour or bad language is not tolerated. Treat people as you would wish to be treated.	
Be friendly and a good team player Any kind of bullying will not be tolerated.	
Be trustworthy Stealing will result in an instant dismissal. Phones and valuables must be handed in during lesson times.	
Dress appropriately Please make sure you wear the right clothing to the farm. Alpha Training cannot be held responsible for learners suffering injury or illness due to wearing inappropriate clothing during hot/cold weather.	
Ask first Always ask permission before handling any of the animals.	
Strict rules No Smoking, vapes, no drinking alcohol and no use of any illegal substances or legal highs. All are strictly forbidden at Alpha Training and will lead to instant dismissal.	
Safety Students must follow safe working methods. Whilst full training will be given on necessary equipment, we require students to act sensibly and maturely. In the event of an emergency, students must evacuate the building using either of the exits and wait at the meeting point until told that it is safe to re-enter the building.	
Valuables Mobile phones must be handed in on registration. Students are permitted to use phones during lunch break and for work related activities. Do not bring any valuable items to the farm.	
Safe use of the internet Students are only permitted to use Alpha Training computers and laptops for work purposes only. Students are strictly forbidden from accessing social media on any of the schools devices.	

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Student name _____

I understand and agree to follow the 'Alpha Training' rules.

Signature: _____ Date: _____