



Y Coleg  
Merthyr Tudful  
The College  
Merthyr Tydfil

# LEARNER HANDBOOK & DIARY

2022-2023



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Under GDPR and the Freedom of Information Act, you have the right to know what personal details the college holds about you. You also have the right to read all college policies, procedures and most reports.

**A large print version of this diary is available on request from student support.**

The College Merthyr Tydfil embraces the Equality Act 2010 and complies with the Public Sector Equality Duty. Our Strategic Equality Plan can be viewed on the college web pages.



# Message from the College Principal

A very warm welcome to the College Merthyr Tydfil. Whatever courses you are studying I wish you success and happiness and hope you enjoy your time as a learner in the college.



Your wellbeing and success at the college is of utmost importance to us and I want to reassure you that we will provide you with the opportunity to receive passionate and enthusiastic teaching and dedicated learner and wellbeing support - all delivered in our state of the art college building utilising up to the minute IT technology platforms and systems - meaning that you will have access to the very best teaching, support and resources.

We also understand the importance of feeling part of a learner community and here at the college we place a great emphasis on providing ways that all learners can get involved and be part of that community. So whether you are interested in becoming part of our Learner Senedd or taking part in our very many enrichment activities, we will be encouraging you to get involved helping you to get to know other learners and make the most of your time at college.

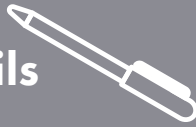
Finally, by choosing to study with us, not only are you choosing to study at one of the highest performing colleges in Wales, but also choosing to study at a college that has recently been awarded many accolades in recognition of our excellent academic successes and commitment to providing an outstanding learning experience - and these have included, amongst others, being shortlisted for Times Education College of the Year Award, receiving the Stonewall UK Award, The Princes Royal Training Award for the work we have undertaken on our OLEVI Outstanding Teacher Programme and Cyber Schools Silver Award. So, whatever course or courses you may be choosing to study, rest assured we will help you succeed and achieve your maximum potential. I hope that you have a great year with us and I look forward to meeting you very soon.

Best wishes

*Lisa M Thomas*

Lisa M Thomas College Principal

# Personal Details



Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Course: \_\_\_\_\_

Course Tutor: \_\_\_\_\_

In case of accident or emergency, please contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_



# My Learning Targets

Use the space below to record your learning targets throughout each term.



Learning Target	Autumn Term		Spring Term		Summer Term	
	Target	Achieved or Target Extended	Target	Achieved or Target Extended	Target	Achieved or Target Extended
Literacy Target	e.g Use of Capital Letters	Achieved				
Literacy Target						
Literacy Target						
Literacy Target						
Numeracy Target						
Numeracy Target						
Numeracy Target						
Course Target						
Course Target						
Course Target						
Course Target						
Course Target						
Course Target						
Course Target						

# Term Dates 2022/23



## Christmas Term

5th September – 23rd December 2022

## Half Term

31st October – 4th November 2022

## Spring Term

9th January 2023 – 31st March 2023

## Half Term

20th February 2023 – 24th February 2023

## Summer Term

17th April 2023 – 23rd June 2023

## Half Term

29th May 2023 – 2nd June 2023

## Parent/carer evenings

Parents'/carers evenings will be held each year to enable your parents/carers to meet your personal and course/subject tutors to discuss your progress and any concerns they may have.

These will be held on:

### Autumn Term

Year 1 – Wednesday 19th October 2022

Year 2 – Thursday 1st December 2022

### Spring Term

Year 1 – Thursday 2nd March 2023

Year 2 – Thursday 16th March 2023

## Guided Learning Days

The college has five planned Guided Learning Days during 2022-2023.

There will be no formal teaching taking place on these days. There will, however, be sessions and activities organised for learners via the Learning Zone Study Support team.

Learners can also come into college and study/use facilities.

Thursday 27th October 2022

Tuesday 17th January 2023

Wednesday 8th March 2023

Thursday 27th April 2023

Monday 22nd May 2023





# Timetable



9am

10am

11am

12am

Mon

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Tue

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Wed

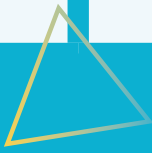
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Thur

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Fri

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# Timetable



	1pm	2pm	3pm	4pm
Mon				
Tue				
Wed				
Thur				
Fri				



# Key Staff at the College

Here's the contact details for some of our key staff here at the college. Please also visit our meet the department section on our Induction Webpage and click on the departmental videos for an introduction to the staff in each area.

## College Executive Team

Principal	Lisa M Thomas
Executive Assistants	Tracy Woods Joanne Jenkins
Vice Principal Academic	Lesley Robins
Vice Principal Resources	Sara Fowler
Director of Learning	Chris Ford
Director of Data and Performance	Simon Evans
Director of Planning and Operations	Leanne Jones

## Heads of Division

Business, Tourism and Management	Hannah Salter
Creative and Digital Industries	Joanna Richards
Hairdressing and Beauty Health and Care	Amanda Wilde Rebecca Thomas
Humanities	Andrew Roach
Preparation for Life and Work	Amanda Wilde
Science & Mathematics	Mark Richards
Sport & Public Services	Sarah Kerrigan
Advanced Manufacturing and Built Environment	Jonathan Davies
UCAS Co-ordinators	Chris Lloyd Bethan Williams
Head of Enterprise, Skills Erasmus	Christine Bissex

Head of WBQ	Sarah Kerrigan
WBQ Co-ordinator	Sophie Hulbert
GCSE Co-ordinator	Stacey Ward
Skills Co-ordinator	Angharad Davies
Study Support Coordinator	Rebecca Morgan
Digital Coordinator	Gareth Morgan
Head of Wellbeing and Learner Support Services and Safeguarding	Lynne Lloyd
Examinations Officer	Lyndsey Davies
Head of Finance	Neil Murphy
Head of Infrastructure	Ashley Evans
Head of Student Records	Michael Watkins
Head of Marketing, Admissions and Enquiries	Leanne Jones
Employability and Future Pathways Co-ordinator	Verity Jones
Welsh Language Development	Lynwen Harrington
ALN Co-ordinator	Rhian Francis
I2A Co-ordinator	Christian Phillips
More Able and Talented Co-ordinators	Lisa Gregg Vicky Williams
College Counsellor	Nikki Barney
Nurse Practitioner	Natalie Brogan

## College Board of Directors

Chair	Chris Sutton
Work Based learning provision is now delivered through our subsidiary company - Tydfil Training Consortium.	

# College Policies

The college has a range of policies to support you during your time with us. All of these policies are detailed on the college Website:

[www.merthyr.ac.uk/en/policies-and-strategies/](http://www.merthyr.ac.uk/en/policies-and-strategies/)

- › Admissions Policy
- › Academic Appeals Policy
- › Attendance Policy
- › Complaints, Concerns and Compliments Policy
- › Dignity at Study policy
- › Exam Re-sit Policy
- › Learner Disciplinary Policy and Procedures
- › Learner Malpractice

To submit a complaint, concern or compliment, you can:

1. Complete the on-line form.
2. Email your complaint, concern or compliment to [complaints@merthyr.ac.uk](mailto:complaints@merthyr.ac.uk)
3. Complete the paper form at the back of the policy document and send it in to the college via post or hand it in to the college reception.

## Feeding back any complaints, concerns or compliments you may have

The college is committed to delivering the highest quality education and training in a safe, friendly, professional and inclusive environment, ensuring that all learners have the best customer experience possible.

We have a dedicated Complaints, Concerns and Compliments Policy, which has been developed to ensure that any complaints, concerns or compliments - whether about teaching and learning, support or general college services, are responded to promptly, fairly and effectively to the best of our ability and within the resources of the College.

A full copy of the policy is available to download from: <https://www.merthyr.ac.uk/en/the-college/complaints/>

# An Introduction to studying at the college 2022-2023

The college is committed to ensuring the health and safety of all staff and learners. Our utmost priority is provide a safe, inclusive, friendly and welcoming environment that enables all learners to receive the best learning experience possible.

## Your learning environment

We will provide:

- ▶ A safe, secure, inclusive and welcoming learning environment that conforms to all of the relevant Health and Safety legislation, protocols, guidance and risk assessments
- ▶ All of the information you need to help you settle into college, including a comprehensive induction programme and learner guidance document
- ▶ A welcome bag which contains a refillable water bottle, pen, pencil, a pocket pad, multi end charging cable and much more!
- ▶ A comprehensive communications strategy, including a brand new college app so you know what is happening and is expected of you at all times during your learning experience with us

## Your teaching and learning experience

We will provide...

- ▶ Enthusiastic, dedicated and excellent campus based and on-line teaching and learning
- ▶ Dedicated tutorial support and regular 'check-ins' with your course tutor to help you throughout your time at the college, both face to face and on-line

- ▶ Access to outstanding learner and wellbeing support both at campus and on-line, including:
  - ▶ Career advice and guidance
  - ▶ Mental health and wellbeing
  - ▶ Advice on financial issues
  - ▶ Confidential counselling advice
  - ▶ Study skills support
  - ▶ Learning coach support
- ▶ Inclusive, accessible, secure and resilient IT platforms and ICT equipment and software to support your learning experience
- ▶ Fantastic state of the art learning environment with up to the minute facilities
- ▶ A framework of support to develop your study skills, independent learning, motivation and resilience
- ▶ Opportunities for you to engage in a range of extra-curricular activities, including sports and wellbeing enrichment activities, Duke of Edinburgh and a range of clubs and groups e.g. board games club.
- ▶ Opportunities for you to have your say and represent other learners and/or your course on appropriate college boards, learner focus groups, the Learner Senedd and at course team meetings – both face to face and online
- ▶ The opportunity for you to feedback your views on your course and college facilities through the learner voice survey, learner conferences and our concerns, compliments and complaints policy – both face to face and online

- › An established complaints, grievance and disciplinary procedure, including the right to appeal
- › Regular marking and constructive feedback of your work
- › Regular reviews of your progress and agreed targets
- › The opportunity for you to receive learner support or course materials or course assessment through the medium of Welsh
- › Careers advice, guidance and support to help you progress successfully on to employment, university or an apprenticeship

As a learner at the college, you should behave in a reasonable manner at all times, ensuring that you comply with the following:

## What does the college expect from you?

### Attending College

We expect all learners attending college to:

- › Abide by the college's policy for 100% learner attendance

Whilst also being mindful that you should not attend college if you test positive for COVID-19.

- › Ensure that you wear your college ID badge at all times when on site and that it is visible at all times
- › Abide by the college's no smoking policy – please note this includes not smoking in the area outside and surrounding the college building and main entrance
- › Dress in an appropriate manner at all times
- › Arrive punctually for all lessons

### Engaging in your studies

We expect all learners to:

- › Attend all classes regularly and on time
- › Adhere to the college's guidance on teaching and learning
- › Participate in regular individual reviews, tutorials or 'check-ins' with your course or personal tutor

- › Complete assignments and course work on time
- › Check your college emails on at least a weekly basis and download the college app to ensure you are keeping up to date with college news and important information
- › Adhere to the college's communications protocol
- › Ensure that your phone is switched off at all times during lessons, except for exceptional circumstances and in agreement with your tutor
- › Pay all course fees as required

### Your Health and Well-being

We expect all learners to:

- › Treat everyone with consideration and respect regardless of differences in culture, ability, race, religion, gender, sexual orientation, age or social class
- › Never bully, intimidate, verbally abuse, threaten violence or use unacceptable language towards any person
- › Act in a safe and responsible manner
- › Use our dedicated complaints procedure to feedback and make us aware of any complaints or concerns you may have
- › Adhere to the college's learner disciplinary policy and procedures
- › Abide by the college's Social Media Policy
- › Abide by the college's IT Acceptable Use Policy
- › Take pride in the college and treat the environment with respect by:
  - › Refraining from eating and drinking in the classrooms and IT rooms
  - › Ensuring that all litter is placed in the bins provided

We encourage all learners to:

1. Use the learner support and well-being services available to you to seek help and/or additional support, when required.
2. Engage in the wide range of online and campus based enrichment and health and wellbeing activities on offer.

# Your Personal / Course Tutor

You will be assigned a personal/course tutor who will support you in your transition into the college and be your dedicated point of reference in all matters concerning your personal, social and academic welfare and the subject areas you are studying.



## Your Induction

All learners will have the opportunity to have a face to face induction with their course or personal tutor.

Prior to this face to face induction, you will be able to access a range of online induction materials and resources that will enable you to familiarise yourself with the college, your course department, how your course will be delivered and learn all about the support, enrichment opportunities and resources on offer for you. This will include:

## Welcome to the college

- › Welcome
- › Virtual tour of the college – location of classrooms, workshops, science labs etc.

## Introduction to the college

- › Term Dates
- › College Vision and values
- › What to expect as a learner at college
- › Link to complete Digital Access Survey, if not already completed
- › Introduction to Microsoft Teams, Moodle etc.
- › Overview of new college app and log in to college systems, email etc.

## Key College information

Learner Handbook for 2022/23, including:

- › Learner Code of Conduct and expectations outlined – Attendance, punctuality, behaviour, lanyards, English and maths
- › Communication Protocol
- › Key contact information including absence reporting, safeguarding, EMA, financial support etc.
- › Term Dates, Parents Evening

## Learner Support and Wellbeing

- › An introduction to the Learner and Wellbeing support on offer
- › Learning Zone induction and tour
- › Wellbeing presentation/video
- › ALN/Learning Coach support

## Learner Enrichment

- ▶ Careers and Employability Programme and support
- ▶ Enterprise support
- ▶ Welsh language support, Welsh language video—and Welsh language ambassadors
- ▶ Learner Engagement – overview and opportunities to sign up to become a course rep, Learner Assembly representative
- ▶ Sports Academy video and opportunity to sign up via sign up form
- ▶ UCAS Advice and Guidance
- ▶ Volunteering opportunities

Your course/personal tutor will provide an overview of your learning targets, skills programme and the support on offer during your first face to face induction and tutorial session.

## Monitoring your progress at college

Your personal/course tutor will meet with you on a regular basis to monitor your progress and discuss any concerns or worries you may have. He/she will work with you to agree an action plan to help you achieve your best at college and will set targets to carefully monitor your progress. Your personal tutor will review your overall progress using the college's OnTrack system.

## Progress reports

Your regular reviews with your personal/course tutor will be used as a basis for your twice yearly progress reports which will be provided for your parents/carers at each parents'/carers' evening.

## Parent/carers evenings

Parents'/carers evenings will be held each year to enable your parents/carers to meet your personal and course/subject tutors to discuss your progress and any concerns they may have. These will be held on:

### Autumn Term

Year 1 – Wednesday 19th October 2022

Year 2 – Thursday 1st December 2022

### Spring term

Year 1 – Thursday 2nd March 2023

Year 2 – Thursday 16th March 2023



# Health, Wellbeing & Learner Support Services

## What We Can Offer?

**The college has a Mental Health and Wellbeing Strategy, Strategic Equality Plan and Dignity at Study Policy. Our strategies and policies outline our commitment to providing an environment with opportunities to encourage and support active engagement and enable learners and staff to lead healthy, happy lives, free from discrimination where active choices are made in support of your wellbeing.**

At the college, equal priority is given to physical and mental health. Fairness, equality and inclusion are fundamental to the emotional wellbeing of learners and are important aspects of the whole college experience ultimately leading to fulfilment of your potential and academic success.

Our dedicated Health, Wellbeing & Learner Support Hwb, based on the first floor, provides an integrated support system for learners. The team offer expert advice, guidance and support on all aspects of wellbeing, including safeguarding, additional learning needs and Inspire to Achieve (I2A) alongside therapeutic inputs from the Nurse Practitioner, Counsellor and Chaplaincy services. The team has excellent working relationships with a variety of local and national organisations and is able to sign-post where appropriate, thereby improving learner experience, retention and attainment.

Take a look at our Wellbeing showcase video here: <https://youtu.be/YuC38JgEmUA>

The team is also able to provide advice, guidance and universal learning support in order to help you achieve your qualifications. The team provides opportunities to improve generic study skills, whilst also providing access to high quality learning resources.

We are committed to developing the skills which are fundamental to employability and lifelong learning and we strive to ensure that all learners continually improve, transfer and apply skills across all aspects of learning. For further information, please contact:

T\_Wellbeing@merthyr.ac.uk

@hwbwellbeing

@TCMlearningzone

@tcmtlearningzone

## Additional Learning Needs: How we can support you Experienced Staff:

ALNCo – Rhian Francis  
rfrancis@merthyr.ac.uk

Transition Officer – Eleri Evans  
e.evans@merthyr.ac.uk

Learning Support Workers (LSWs) –  
Natasha Gracie, Sarina Vaughan,  
Lisa Stonehewer, Jarrad Owens,  
Elizabeth Thomas, Jeremy Davies,  
Sian Llewellyn, Julie Jones  
T\_LearningSupportWorkers@merthyr.ac.uk

We have lots of ways to support you in college that should meet the needs of most young people. You will have tutor support through tutorials and group tutorials and there is also a great deal of technology available to help you learn independently. The technology can provide support through text-to-speech and speech-to-text software, advanced spell-checkers, math tools, proofreading software, text magnification and many more. Technology is always growing and we are always moving with it. If you have any questions or concerns, get in touch with an at the earliest opportunity. We also offer temporary loans of equipment including: Overlays and Reading Pens.

The Learning Support Workers can support you at college by working closely with you to identify your needs as well as working closely with your teachers and other people that may support you. They can offer assignment support such as helping you break down assignments, search for information, explore different assistive technology, meet deadlines and much more.

## Exam Access Arrangements

If you have had exam access arrangements in the past such as extra time, a reader, scribe, or a separate examination room, it is very important that you tell your course tutor as soon as possible. Your course tutors will work closely with the ALNCo to ensure all relevant information is gathered before an application can be made. **Your exam access arrangements will not automatically carry over from previous schools or colleges.**

## Additional Learning Provision (ALP)

ALP provides support for students with ALN who may require support that is different from or in addition to the universal support described earlier that is provided to all learners. We use a person-centred planning approach to work with learners and their families to identify individual needs. We plan and put in place an individual package of support to meet needs and review this every year. You can tell us that you may have a need for additional learning provision as part of your online application, by asking your school ALNCo or Careers Officer to inform the college, letting us know during your course interview or at enrolment or by contacting us directly by emailing.

You may also wish to look at independent services and websites such as:

<http://www.alnpathfinder.wales/>

<https://www.snapcymru.org/> (an advocacy service for young people with ALN and their families) the-additional-learning-needs-code-for-wales-2021.pdf (gov.wales)

## Chaplaincy

The Chaplaincy Service is here to support you - whoever you are, whatever you believe, whatever is on your mind. You can speak to us about anything in total confidence. We promise:

- › Not to judge you
- › To respect and value what is important to you
- › To recognise that relationships have an important bearing on your college life
- › To do all we can to see you when you need us

All learners have access to a quiet space for reflection where prayer mats are available if required. A member of the Chaplaincy can arrange to meet with you by appointment. For further information, please contact chaplaincy@merthyr.ac.uk 01685 726075 or 03455 760101 for out of hours.

## Complaints, Concerns and Compliments

The college Complaints, Concerns and Compliments policy is widely publicised to learners and available here: <https://www.merthyr.ac.uk/en/the-college/complaints/>

We hope to resolve all concerns and complaints quickly and efficiently whether raised informally or requiring full investigation. You can ask for more information via our front desk on the ground floor, or by dropping in to speak to the Wellbeing and Learner Support Services team on the first floor. For further information, please contact: Caroline Donaldson: complaints@merthyr.ac.uk 01685 726016

## Counselling

The Counselling Service is available to help you address any personal or emotional problems that get in the way of enjoying your experience at the college.

Seeking counselling is about making a positive choice to seek help by talking with a professionally trained listener who has no other role in your life. This is a free and confidential service aiming to help you put effective strategies in place to build greater resilience. For further information, please contact: T\_Counselling@merthyr.ac.uk

## Health and Nurse Practitioner Services

Working in partnership with Cwm Taf Morgannwg University Health Board, nurse practitioner services are available via referral during term time for confidential drop-in sessions on a range of health needs. You may also meet Natalie Brogan in your tutorial sessions and wellbeing events at the College. For further information please contact: natalie.brogan@wales.nhs.uk

## Inspire to Achieve (I2A)

The I2A team can provide tailored support if you are between 16-24 years of age. If you are experiencing any challenges and would like support with any of the following, then please speak with us: Health Concerns, Financial Problems, Emotional Issues, Family Relationships, Social Issues, Learning and Education or Wellbeing Concerns. Our dedicated team of Lead workers will meet and work with you to put a tailored support plan in place. The I2A, Operation for West Wales and the Valleys is part funded by the European Social Fund and specifically designed to identify and address the needs of those learners most at risk of disengaging and to support them to reintegrate into education or training. For further information, please contact: Christian Phillips c.phillips@merthyr.ac.uk 01685 726062

## Library Services

The library service plays a major role in supporting learners in acquiring knowledge, skill and tools necessary for effective learning in an environment conducive to study. You have access to the following resources whilst studying with us:

- ▶ Attractive accommodation to source and read books
- ▶ Resources provided in multiple formats such as books, e-books and journals Self-service facility for borrowing, renewals and returns
- ▶ Dedicated online catalogue (FINDit)
- ▶ Multimedia room with presentation facilities
- ▶ Opportunity to study quietly, individually or collaboratively
- ▶ Provision of self-service laptops
- ▶ Access to printing and copying facilities
- ▶ Collaboration with University of South Wales through inter-site requests
- ▶ Library workshop sessions to support referencing and research and general library induction. Support for Learning workshop sessions, for example, assignments, course work, academic writing, revision strategies or exam preparation

To meet individual needs, support may be provided on a one to one basis, within small groups, through workshops or as part of on-course provision.

For further information please contact:  
T\_Library@merthyr.ac.uk 01685 726191

## Safeguarding & Wellbeing

Your wellbeing is of paramount importance to us; we have a team of Designated Safeguarding Leads (DSLs) who will work with you and support you whether you're under 18 or a mature learner.

We work with leading organisations to promote our college as a safe learning community as we believe you should never feel hurt or abused by other people. However, if you are worried about any form of abuse (e.g. physical, sexual, emotional, neglect or discrimination in any form) then please speak to a DSL or a member of the Wellbeing team. If you currently have a Social Worker or have other support services working with you, please liaise with our Safeguarding and Wellbeing Officer who is able to make arrangements to attend multi-agency meetings outside or at the college.

You are encouraged to contribute to the wellbeing and equality agendas at college through the Learner Senedd and the college's equality groups. We want you to be happy whilst studying at the college, if you are worried or concerned about anything related to your safety or wellbeing, let us know.

We have a range of peer support and activity groups supported and facilitated by the Wellbeing team, including LGBTQ and ASD groups. If you have a group you would like to set up, please let us know!

For further information, please contact  
Lynne Lloyd: l.lloyd@merthyr.ac.uk



## Young People Looked After, Care Experienced & Young Carers

We offer specific help to young learners who are looked after by the local authority, who have previously been in the care system, who live independently, are estranged from their family or who have caring responsibilities at home. Care experienced learners may be eligible for fee waivers and bursaries, payable during the autumn, spring and summer terms. For further information, please contact Caroline Donaldson: [c.donaldson@merthyr.ac.uk](mailto:c.donaldson@merthyr.ac.uk) 01685 726016

## Mental Health and Wellbeing

Supporting learners with their mental health and wellbeing is a priority for the college. We aim to empower learners and staff to be aware of issues around their own and others wellbeing and mental health, to put actions in place to address them, and to create an open and inclusive college ethos which includes respect for those with mental health issues. We will empower learners to take ownership of their wellbeing through providing access to wellbeing courses and self-directed learning resources.

The Mental Health and Wellbeing Support workers can provide a range of support including group sessions and personalised 1:1 support. For further information, please contact the Mental Health and Wellbeing Coordinator: Rosanna Lewis [r.lewis@merthyr.ac.uk](mailto:r.lewis@merthyr.ac.uk) 01685 726051

## Togetherall.com

All learners in the college have access to Togetherall, an online platform. Togetherall offers safe, anonymous, online support 24/7, within a supportive community, providing information, self-help resources, and trained professionals online at all times.

# College Enrichment Programme

College is not just about studying for qualifications. You will also have the opportunity to try out different experiences, maybe take up a new hobby or learn a new skill.

There are plenty of activities that will help you develop different interests and meet other learners from other courses.

Whatever you choose to do, you will have fun and boost your self confidence at the same time! Our enrichment programme will help you to:

- ▶ Improve your mental and physical health and wellbeing
- ▶ Enhance your personal development
- ▶ Participate in clubs and forums to take forward your hobbies and personal interests
- ▶ Enhance your personal knowledge and skills
- ▶ Add to your CV and improve your employment prospects

## Merthyr Sport

If you have a passion for sport and you want to combine your sporting talent with studying, you have come to the right place. The College Merthyr Tydfil has very good sporting facilities, strong links with national and international bodies, and outstanding coaching resource, all of which combine to give you a head start in your sporting career.

## Academy Sport

Our Merthyr Sports Academy offers you the opportunity for you to register to become part of our golf academy, football, netball or rugby teams. For more information, take a look at our video here: <https://youtu.be/-rJT8Yn8FDM>

To register your interest for the sports academy, please visit the website.

## Duke of Edinburgh's Award Scheme

The college runs a full programme of Duke of Edinburgh Awards. For further information contact: Ray O'Neil [joneil@merthyr.ac.uk](mailto:joneil@merthyr.ac.uk)

## Elite Athletes

Elite athletes are asked to contact Delme Jenkins [d.jenkins1@merthyr.ac.uk](mailto:d.jenkins1@merthyr.ac.uk) to arrange a meeting and discuss how the college can support your athletic abilities.

## International Opportunities

There are numerous opportunities to engage with national level competitions and the chance to represent your country through Welsh Colleges. If you play or engage with single athlete sport, the college can also put forward talented athletes for Welsh Colleges honours. Please get in contact with Delme Jenkins [d.jenkins1@merthyr.ac.uk](mailto:d.jenkins1@merthyr.ac.uk) to discuss your pathway.

## Enrichment

The college has a sports and enrichment co-ordinator who coactively works with course tutors. This co-active approach allows learners to access recreational sessions and activities to improve fitness and wellbeing in tutorial sessions.



Y Coleg  
Merthyr Tudful  
The College  
Merthyr Tydfil



## SPORTS ACADEMY

Discover your  
Potential

**#PLAY #LEARN**

**Develop your skills  
alongside your studies**

E | [d.jenkins1@merthyr.ac.uk](mailto:d.jenkins1@merthyr.ac.uk)  
T | 01685 726272  
@MsportsacademyC

- **Golf**
- **Rugby**
- **Football**
- **Netball**
- **Table tennis**

[www.merthyr.ac.uk](http://www.merthyr.ac.uk)

# Welsh at the College

Having an extra skill such as Welsh language can now be an advantage to anyone when looking for employment in Wales. The Welsh language standards scheme were created for the purpose of ensuring clarity to organisations in relation to the Welsh language, ensuring clarity to Welsh speakers on what services they can expect to receive in Welsh and ensuring greater consistency in Welsh language services and improve quality to users. Therefore, having both English and Welsh language skills are required in a variety of different jobs, across all different sectors.



The college offers a variety of opportunities for learners to develop or maintain their Welsh language skills. These include the following:

- ▶ Work experience placements in Welsh
- ▶ Welsh language ambassador scheme
- ▶ Welsh language scholarships through Welsh Baccalaureate
- ▶ Welsh language qualifications e.g 'Towards a Bilingual Society'
- ▶ Progression opportunities working in partnership with Coleg Cymraeg Cenedlaethol
- ▶ Cross college events to celebrate Wales e.g. Diwrnod Shwmae, St Dwynwen and St Davids Day
- ▶ Urdd Gobaith Cymru Eisteddfod competitions and sporting events

We offer a range of opportunities, events and activities especially for Welsh speaking learners. We try to give Welsh speaking learners the opportunity to use their Welsh skills socially and in lectures where possible. If you speak Welsh and study at the college, you will receive a booklet outlining the Welsh medium opportunities throughout the year, and will receive a 'Working Welsh' badge.

For further information, please contact: Lynwen Harrington on [l.harrington@merthyr.ac.uk](mailto:l.harrington@merthyr.ac.uk) or take a look at our introduction to Welsh on our website.





# Learner Senedd

The college provides a forum where learners can come along and have their say on a variety of issues to do with college life such as, the development of the college, your learning and your well being.



Being a Learner Senedd representative is a really important role as it enables you to:

- › Give your views on all aspects of college life
- › Represent the views of your fellow learners and class friends
- › Get involved in taking forward recommendations and actions for improving aspects of college life
- › Help enhance your communication, team working and organisation skills

## Learner Ambassador

At The College Merthyr Tydfil, becoming a learner ambassador will give you the opportunity to support and promote the college in many ways flexibly and around your studies. This will include working on a variety of events, both at college and out in schools.

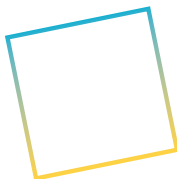
Joining the Learner Ambassador Programme will also develop new skills such as:

- › Meeting new people and developing communication skills
- › Working as a team
- › Enhancing you CV
- › Improving your UCAS application
- › Working along side professionals
- › Building your confidence

If you would like to apply to become a Learner Ambassador/Assembly fill out these forms:

### Learner Ambassador Learner Senedd

If you want to know more about the programme, email Lynwen Harrington at [l.harrington@merthyr.ac.uk](mailto:l.harrington@merthyr.ac.uk)



# Future Pathways

## Employability and Enterprise at The College Merthyr Tydfil Enhancing your skills; improving your future.

Future Pathways is here to set you on the path to a brilliant future. We can help with all things related to careers, skills, jobs and future opportunities.

Whether you want to continue studying, apply for a job, discover local employers, find work experience, start an apprenticeship or even set up your own business- we're here to help.

We provide assistance with writing CVs & cover letters, applying for jobs or practicing for interviews.

Find information on Careers, Employability and Enterprise under 'Student Life' on the college website.

## Career Coach

By accessing the 'Career Coach' tool, you can explore your options with the 'Career Search' and 'Course Search' tools to see the courses we offer to help you achieve that career, or find a course you like and see what job it could lead to!

Assess your skills with the 'Career Assessment' tool. Take the online test to explore which career might suit you, then use the 'CV Builder' tool to create and download an eye catching CV to showcase your skills.

Visit 'Future Pathways' on the college website for links to all the Career Coach resources.



## Employers

We work closely with a range of employers across many sectors and have lots of employer partners who support events, provide work placements, opportunities and apprenticeships.

## Book a session

### Explore your opportunities

If you'd like to know more about how we can help, practice for an interview, look through your CV - whatever you need - email a member of the team and we'll be in touch!

## Enterprise and Skills

### Christine Bissex-Foster

Chris is Head of Enterprise and Skills here in the College, utilising her extensive network and expertise to help students and alumni start their own business. Chris is passionate about entrepreneurship and provides continual 1-1 support to new business start-ups.

Chris also co-ordinates entries into the 'World Skills' and 'UK Skills' Competitions, in which learners pit their knowledge, technical ability and employability skills against others from across Wales, the UK and beyond!

If you would like to start your own business, explore enterprising ideas, take part in a skills competition or find out more whether your department is involved in Erasmus projects - get in touch with Chris!

Email: [C.bissex@merthyr.ac.uk](mailto:C.bissex@merthyr.ac.uk)

# Applying to Higher Education

UCAS is the Universities Central Admissions Service. If you wish to apply to university you will do this through UCAS, who will pass on your application to the universities. You can choose to apply for a maximum of five places.

You can send your university application to UCAS from September onwards, and for most courses the deadline is mid- January (exceptions include Oxbridge and medicine), but check all courses with your course/personal tutor, Bethan Williams and Chris Lloyd UCAS Co-ordinators. If you need to apply for DSA, please contact Learner Support Services.

## UCAS Points Tariff

Your A level and BTEC grades can be used to enter higher education through UCAS tariff points. For details on the tariff points for each of your qualifications and grades, please contact Chris or Bethan or see our dedicated UCAS Noticeboard on the ground floor or consult the UCAS website.

[WWW.UCAS.COM](http://WWW.UCAS.COM)

## Key dates

- 15th October – UCAS deadline for Oxbridge, Medicine, Dentistry & Vet Science
- 15th January – UCAS deadline

## University level qualifications on offer here at the college

- If you would like to gain a university-level qualification but don't want to travel far, then we have the course for you!
- We offer a broad range of higher education programmes all delivered by a highly qualified and dedicated teaching team and all offered in partnership with the University of South Wales

### Benefit from:

- High quality teaching and learning
- First class student support and pastoral care
- Small class sizes
- Excellent student satisfaction rate
- Fantastic progression on to final year study at the University of South Wales
- Outstanding results and outcomes
- Short commute with excellent bus, rail and transport links
- Having the option to live at home

The College has impressive facilities, high-quality teaching and learning, small class sizes and excellent student support. This together with our fantastic industry and employer links ensures all learners achieve their maximum potential and are able to progress successfully on to the next stage of their chosen career pathway.

# Keeping You Informed

As a college, we strive to ensure that we communicate with you as effectively as possible to ensure that you are:

- 】 Kept up to date and aware of college news and developments
- 】 You receive important announcements in a timely manner
- 】 You have a say and input into college life and policies

All communication will be sent to your college student email account and via our college app.

It is vitally important that you keep checking your student email account and also download our college app to keep in touch with important news, events, course and college updates.

## Student email account

You will be provided with a college email account, which will be in the following format: `userid@student.merthyr.ac.uk`

Please make a note of your email address and write it down under your personal details section on the front page of your handbook and diary.

Your student email account will be used to send you important information on:

- 】 Coursework
- 】 Assessment
- 】 Class timetables
- 】 Exam timetables
- 】 College events
- 】 Important college announcements
- 】 Monthly news updates
- 】 Monthly Student Newspaper
- 】 College enrichment activities
- 】 Work experience and volunteering opportunities
- 】 College closure announcements

It is therefore really important that you check this account at least once a week.

## Accessing your student email account

You can access your email at college or off-site via `studentemail.merthyr.ac.uk`, from the link on Moodle (`vle.Merthyr.ac.uk`), or from the home page of the college website `www.merthyr.ac.uk`

URL: `https://www.office.com/`

## College App

To download your college companion app, search 'TCMT' or in the App Store or Google Play store. Using the app you can:

- 】 Connect with fellow students, tutors and support staff
- 】 Keep track of your application and course timetable
- 】 Access our events and benefits
- 】 Receive notifications of important college updates
- 】 Create and join academic, extra curricular or interest groups
- 】 Follow our business support pages for information, support and updates



# IT Facilities and Support

## IT Rooms

The college has nineteen IT rooms in the main college building available for use by staff and learners as per the timetable.

## Open Access IT areas

The college has numerous open access IT areas and also a quantity of bookable laptops to assist with your on-site studies. Please note, loss or damage to college bookable could result in the user being Invoiced for the cost of replacement or repair.

## Wireless Access

Wireless connectivity is available throughout the building which is available to college issued devices and also personal devices. Please note, Eduroam requires your username in the format `username@student.merthyr.ac.uk`. Eduroam is also available at many other FE and HE establishments.

## IT Helpdesk

The IT Helpdesk is situated on the third floor (Room 328), and is open 8.30am to 6.30pm Monday to Wednesday, Thursday until 4.30pm and until 4.00pm on Friday.

You can contact the IT helpdesk by email (`ithelpdesk@merthyr.ac.uk`) or telephone (01685 726199). HE learners requiring support relating to the blackboard system need to contact the university's IT helpdesk staff (`issupport@glam.ac.uk`) not MTC's IT Support department. The following information will help you get started with accessing computer resources within the college.

## Changing Passwords

Forgotten your password On-Site: Below the login prompt on a windows computer select Reset Password, enter your college email address e.g. `12345@student.merthyr.ac.uk` and follow the instructions.

Forgotten your password Off-Site: Go to `login.microsoftonline.com` and select 'Can't Access your Account?'; and follow the instructions. When prompted for your email/username, enter in the format. e.g. `12345@student.merthyr.ac.uk`

## Internet access

All networked computers (PCs, apple macs, laptops) have internet access. Access is via a web filtering product and learners should note that all access is logged. To use the internet to access any material or images considered unsuitable is strictly forbidden.

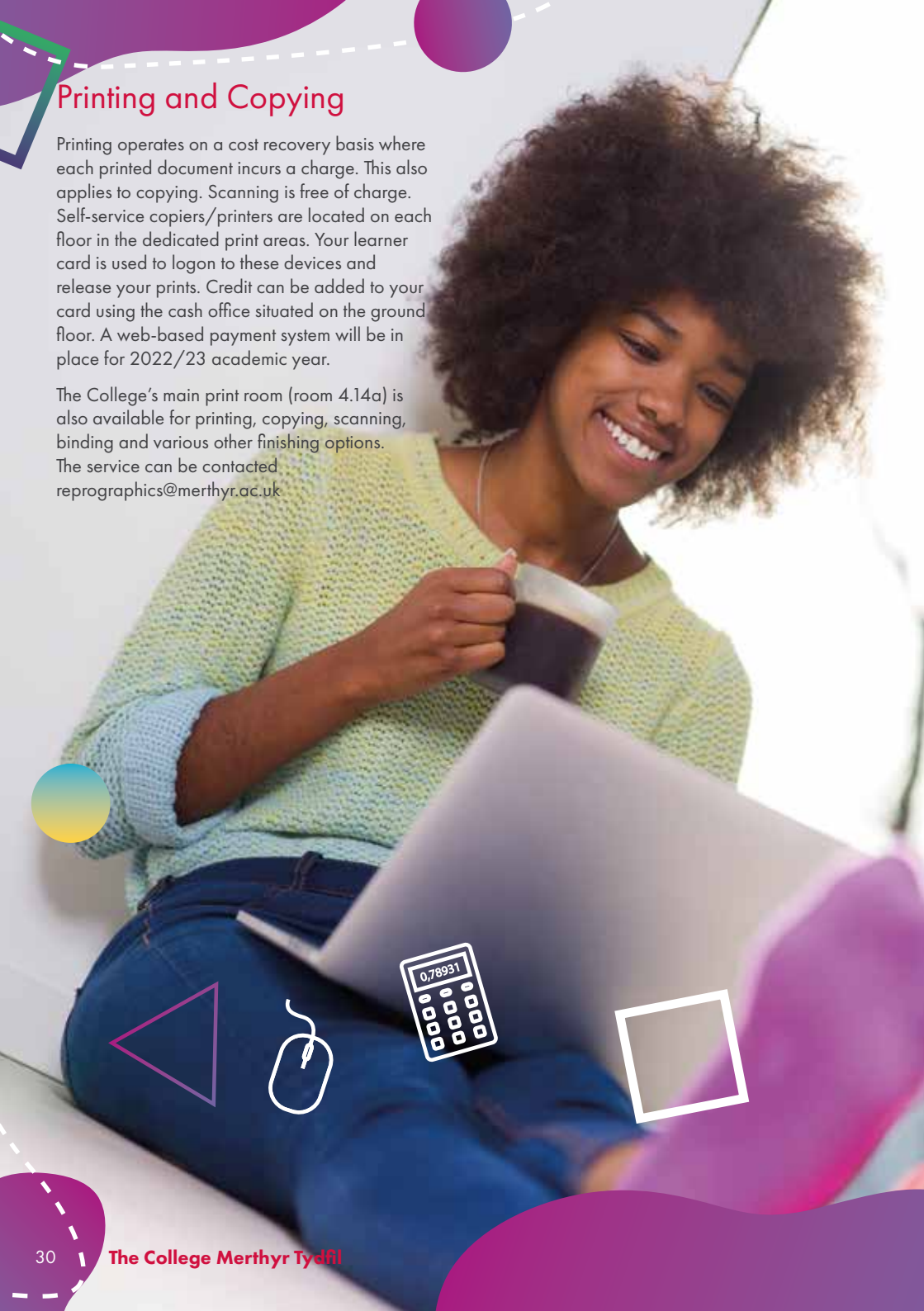
Please refer to the learner 'acceptable use policy' document available from the student portal. To circumvent the web filtering is considered as hacking the computer system and will be dealt with accordingly.

Loading, deleting, copying or changing of software on college computers by users without the approval of IT support is forbidden. Any person found doing so will be subject to the College disciplinary process.

## Printing and Copying

Printing operates on a cost recovery basis where each printed document incurs a charge. This also applies to copying. Scanning is free of charge. Self-service copiers/printers are located on each floor in the dedicated print areas. Your learner card is used to logon to these devices and release your prints. Credit can be added to your card using the cash office situated on the ground floor. A web-based payment system will be in place for 2022/23 academic year.

The College's main print room (room 4.14a) is also available for printing, copying, scanning, binding and various other finishing options. The service can be contacted [reprographics@merthyr.ac.uk](mailto:reprographics@merthyr.ac.uk)



# General Information

Please be aware that due to the current circumstances surrounding Covid-19 that some of this information is subject to change.

## Bring Your Own Device (Byod)

To ensure that we provide the safest and best learning environment possible whilst you are working at home or at college, we are encouraging all learners to Bring Your Own Device to college (BYOD). To support you, we have created a seamless and exciting learning environment for you to access both at college and home.

On enrolment, you will be provided with an Office 365 account which includes Word, Excel.

PowerPoint, OneDrive, OneNote, and Teams. You can download, install and use Office on your personal device using your College username and password. You'll be able to access your College work and saved files from anywhere with an internet connection using Office 365 and Moodle – the College's Virtual Learning Environment (VLE).

## Access to IT devices at home

Access to a suitable device and internet platform at home will be important. A suitable device is a Personal Computer, MAC, wireless-enabled laptop, netbook, iPad, or tablet. If you are struggling to access an IT device or struggling with a suitable internet platform to support you at home, please complete the Digital Access Survey here and our IT team will be able to look to see what support we may be able to provide.

Don't worry – the College may also be able to support learners who meet the eligibility criteria with the provision of suitable IT equipment on a loan basis. We will be able to confirm this once you have completed our Digital Access Survey.

## Bike Park facilities

Bike bays are available outside the college.

## Access in and around the college building

The main college doors and, the doors of all of the classrooms are operated using your learner ID card system. Your ID cards will allow access to corridor doors, lifts, lockers, printing facilities, cashless payment and library resources.

## ATM

The college has a free ATM situated on the ground floor.

## Car parking

The college does not have a car park. Car parking is available in the council operated car parks adjacent to the college or REDHOUSE. These are payable at a daily rate through pay machines or students can apply for a car park permit which is payable on a monthly basis to Merthyr Tydfil county borough council.



## Cashless Payment

Cards can be topped up through a number of top-up machines which are situated outside the canteen on the first floor landing third floor of the college building, and at REDHOUSE.

You can also top-up your ID cards at the cash desk on the ground floor and at the main desk in the learning zone. A top-up machine will also be available in the REDHOUSE.

In addition, there will be an on-line facility to enable you to top up your cards on-line.

Demonstrations on how to top-up the ID cards will be provided as part of your induction programme.

## Environmental Sustainability – Eco college

You are encouraged to act in a way which will enhance rather than harm the environment. In particular the college seeks to minimise waste and encourage recycling, prevent pollution, reduce energy consumption and promote environmental awareness.

You will be provided with a college water bottle during enrolment. You can fill this up at the water fountain stations situated on each floor of the college.

## First Aid

First Aid facilities are provided in room 0.13 on the ground floor of the college. In addition, the college has designated first aiders located on each floor of the building. If there is an accident, emergency or you feel unwell, approach any member of staff who will put you in touch with a qualified First Aider.

**Remember: please report any accident immediately to a member of staff.**

## Health & Safety

In the event of a fire or other emergency, you must vacate the building immediately via the external fire exits – not the main stairwell in to the Atrium. There are three external fire exits situated on each floor of the building. The main fire assembly point is situated at the front (main entrance) of the college. If you will require assistance in an evacuation then please let your tutor know so that a Personal Emergency Evacuation Plan (PEEP) can be put into place for you.

**Do not re-enter the building until you are authorised to do so by a fire warden.**

### **Please Note:**

If you have a child in the nursery, you should go straight to the assembly point. Please do not try and collect your child as the nursery has evacuation arrangements in place.

## Accidents and Incidents

Please report all incidents and potential hazards to a member of staff.





# Financial support

There are lots of financial incentives available to support you during your time at college. These include:

## Welsh Government Learning Grant for Further Education (Previously known as Assembly Learning Grant).

You can apply for a Welsh Government Learning Grant for Further Education (WGLGFE) of up to £1500 to help with the cost of studying. You may be eligible for a WGLGFE if:

- ▶ You are aged 19 or over on 1 September 2022
- ▶ Your household income is £18,370 or less
- ▶ You meet the residence and nationality rules set out for the WGLGFE
- ▶ You are attending an approved full time (15 hours per week) or part time (8 hours per week). This must involve at least 275 hours of study
- ▶ You are studying a Further Education Course
- ▶ You are not receiving funding for your course from another source

Applications forms are available from May online at [www.studentfinancewales.co.uk/wglgfe](http://www.studentfinancewales.co.uk/wglgfe) or you can ring 0300 200 40 50.

## Educational Maintenance Allowance

You can apply for and Education Maintenance Allowance (EMA) of £30 a week (paid fortnightly) if you decide to study at college. You may be eligible for EMA if:

- ▶ You are aged 16,17 or 18 years of age on the 1st September 2022
- ▶ You meet the residence and nationality rules set out for the EMA
- ▶ You attend an eligible course at a school or college which involves at least 12 hours or more study per week
- ▶ Live in a household that has an annual income of £20,817 or less per year (£23,077 if more than one young person in household)

Applications forms are from May online at [www.studentfinancewales.co.uk/ema](http://www.studentfinancewales.co.uk/ema) or you can ring 0300 200 40 50.

# Financial Contingency Fund Free Meals

Due to uncertainty regarding Welsh Government Funding we hope by the start of the Academic Year that we can provide help through the FCF fund. The Financial Contingency Fund (FCF) is a means tested grant for students who are experiencing financial hardship. Students can be assisted with childcare costs, college excursions, books, equipment, transport and examination/ registration fees.

You are eligible to apply whether you are on a full or part-time course and all applications are considered on an individual basis. This fund is means-tested and depends on your financial hardship and personal circumstances. Evidence must be provided. The application forms can be accessed from the Cash Office when students enrol or start their course.

Students must be 18 or under on the 1st September 2022 and on a full time course. The students will receive £3.50 every day on their student card everyday which must be spent on meals. Students or parent(s) of student must be in receipt of State Benefits. Students can apply for Free Meals through the FCF application form. Evidence must be provided.



## How can FCF help me?

	Full Time Learner (12+ hrs. a week)		In care/care leaver	Part Time Learner
	Under 19	Over 19	All ages	All ages
Travel Costs	Yes	Yes	Yes	No
Childcare Costs	Yes	Yes	Yes	No
Equipment costs	Yes	Yes	Yes	No
Meal Vouchers	Yes	No (except in special cases)	No (except in special cases)	No
Exam/ Registration Fees	No	No	Yes	Yes



# Transport

All students aged 16, 17 or 18 years on September 1st 2022, who are attending full time course at the college, live in the Merthyr Tydfil County Borough and reside three miles or more from the college, will be eligible for free transport. Application forms for 'Merthyr Transport' will be available in the Cash Office when the student enrol or start their course.

For those students attending the college who reside outside of the County Borough will need to contact your home local authority to determine the transport arrangements that apply from that area.

Contact details for local authorities are as follows:

M.T.C.B.C  
Tel: 01685 726256

Powys  
Tel: 01597 826477 Web: [www.powys.gov.uk](http://www.powys.gov.uk)

R.C.T  
Tel: 01443 425001 Web: [www.rctcbc.gov.uk](http://www.rctcbc.gov.uk)

Caerphilly C.B.C.  
Tel: 01443 864841 Web: [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

Blaenau Gwent  
Tel: 01495 355435  
Web: [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)

If students are refused transport by their local authority, students can provide evidence of rejection and the College will reimburse travel.

Students 19 and over will have to find the own way to college and reclaim their travel expenses. This fund is means-tested and depends on your financial hardship and personal circumstances. This can be accessed through the FCF application form. Evidence must be provided.

A refund of travel expenses can be paid in respect of:

- › Cost of bus or train to and from college – students must use the cheapest form of transport (receipts must be provided and will be paid weekly in arrears)
- › A mileage allowance of 13p per mile (will be paid weekly in arrears)

For further information please contact:

- › Gillian Harris – [g.harris2@merthyr.ac.uk](mailto:g.harris2@merthyr.ac.uk)
- › [cashoffice@merthyr.ac.uk](mailto:cashoffice@merthyr.ac.uk)

Please note that all information was correct at the time of print but may be subject to change.

**All students aged 16-21 are eligible to apply for My Travel Pass which will entitle them to 30% discount on Stage Coach Bus routes.**

**Tel: 0300 200 22 33**

**Web: [www.gov.wales/mytravelpass](http://www.gov.wales/mytravelpass)**

# College Facilities

## Refectory Atrium area coffee shop

The college has a refectory and coffee shop open daily from 8.30am offering Starbucks hot and cold drinks together with a range of hot and cold meals and snacks.

## 'Here We Grow' Day Nursery

The College has a 72 place nursery which is fully registered and provides quality day care for infants from 3 months to 12 years. Staff are fully qualified so you can leave your child knowing they will be well looked after. A daily programme of stimulating activities will provide a perfect mix of care, fun and learning.

## 'Aspire Hair'

The college's modern high spec hairdressing salons offer a fantastic range of hairstyling and colouring services that are available to learners and members of the public. All services are provided by our high quality and professional team of staff and learner trainees.

## Beauty

The college's cutting edge beauty training salons are equipped with the latest beauty technology and products. The salons are open to Learners and the public during term time.

## Fitness Suite

The college has a fully fitted fitness suite which has the latest equipment including bikes, running & rowing machines along with a comprehensive range of fixed and free weights.



# LEARNER DIARY

2022-2023

TUD/WK 1

Medi/September

LLUN/MON

5

**TYMOR YN DECHRAU/TERM STARTS**

MAW/TUE

6

MER/WED

7

IAU/THUR

8

GWE/FRI

9

10/11

SAD/SUL  
SAT/SUN

LLUN/MON

**12**

MAW/TUE

**13**

MER/WED

**14**

IAU/THUR

**15**

GWE/FRI

**16**

**17/18**

SAD/SUL  
SAT/SUN

TUD/WK 3

Medi/September

LLUN/MON

19

MAW/TUE

20

MER/WED

21

IAU/THUR

22

GWE/FRI

23

24/25

SAD/SUL  
SAT/SUN



LLUN/MON

**26**

MAW/TUE

**27**

MER/WED

**28**

IAU/THUR

**29**

GWE/FRI

**30**

**1/2**

SAD/SUL  
SAT/SUN

TUD/WK 5

Hydref/October

LLUN/MON

**3**

MAW/TUE

**4**

MER/WED

**5**

IAU/THUR

**6**

GWE/FRI

**7**

**8/9**

SAD/SUL  
SAT/SUN

LLUN/MON

**10**

MAW/TUE

**11**

MER/WED

**12**

IAU/THUR

**13**

GWE/FRI

**14**

**15/16**

SAD/SUL  
SAT/SUN

TUD/WK 7

Hydref/October

LLUN/MON

17

MAW/TUE

18

MER/WED

19

**NOSON RIENI/GOFALWYR BLWYDDYN 1**

**PARENT/CARER EVENING YEAR 1**

IAU/THUR

20

GWE/FRI

21

22/23

SAD/SUL  
SAT/SUN

LLUN/MON

**24**

MAW/TUE

**25**

MER/WED

**26**

**DIWRNOD DYSGU DAN ARWEINIAD/GUIDED LEARNING DAY**

IAU/THUR

**27**

GWE/FRI

**28**

**29/30**

SAD/SUL  
SAT/SUN

TUD/WK 9

Hydref/October – Tachwedd/November

LLUN/MON

31

HANNER TYMOR/HALF TERM

MAW/TUE

1

MER/WED

2

IAU/THUR

3

GWE/FRI

4

5/6

SAD/SUL  
SAT/SUN

LLUN/MON

7

MAW/TUE

8

MER/WED

9

IAU/THUR

10

GWE/FRI

11

12/13

SAD/SUL  
SAT/SUN

TUD/WK 11

Tachwedd/November

LLUN/MON

14

MAW/TUE

15

MER/WED

16

IAU/THUR

17

GWE/FRI

18

19/20

SAD/SUL  
SAT/SUN



LLUN/MON

**21**

MAW/TUE

**22**

MER/WED

**23**

IAU/THUR

**24**

GWE/FRI

**25**

**26/27**

SAD/SUL  
SAT/SUN

TUD/WK 13

Tachwedd/November – Rhagfyr/December

LLUN/MON

28

MAW/TUE

29

MER/WED

30

IAU/THUR

1

**NOSON RIENI/GOFALWYR BLWYDDYN 2**

**PARENT/CARER EVENING YEAR 2**

GWE/FRI

2

3/4

SAD/SUL  
SAT/SUN

LLUN/MON

**5**

MAW/TUE

**6**

MER/WED

**7**

IAU/THUR

**8**

GWE/FRI

**9**

**10/11**

SAD/SUL  
SAT/SUN

TUD/WK 15

Rhagfyr/December

LLUN/MON

**12**

MAW/TUE

**13**

MER/WED

**14**

IAU/THUR

**15**

GWE/FRI

**16**

**17/18**

SAD/SUL  
SAT/SUN

LLUN/MON

19

MAW/TUE

20

MER/WED

21

IAU/THUR

22

DIWEDD TYMOR/END OF TERM

GWE/FRI

23

24/25

SAD/SUL  
SAT/SUN

TUD/WK 17

Rhagfyr/December – Ionawr/January

LLUN/MON

**26**

MAW/TUE

**27**

MER/WED

**28**

IAU/THUR

**29**

GWE/FRI

**30**

**31/1**

SAD/SUL  
SAT/SUN

LLUN/MON

**2**

MAW/TUE

**3**

MER/WED

**4**

IAU/THUR

**5**

GWE/FRI

**6**

**7/8**

SAD/SUL  
SAT/SUN

TUD/WK 19

Ionawr/January

LLUN/MON

9

**TYMOR YN DECHRAU/TERM STARTS**

MAW/TUE

10

MER/WED

11

IAU/THUR

12

GWE/FRI

13

14/15

SAD/SUL  
SAT/SUN



Ionawr/January

TUD/WK 20

LLUN/MON

16

DIWRNOD DYSGU DAN ARWEINIAD/GUIDED LEARNING DAY

MAW/TUE

17

MER/WED

18

IAU/THUR

19

GWE/FRI

20

21/22

SAD/SUL  
SAT/SUN

TUD/WK 21

Ionawr/January

LLUN/MON

**23**

MAW/TUE

**24**

MER/WED

**25**

IAU/THUR

**26**

GWE/FRI

**27**

**28/29**

SAD/SUL  
SAT/SUN

Ionawr/January – Chwefror/February

TUD/WK 22

LLUN/MON

**30**

MAW/TUE

**31**

MER/WED

**1**

IAU/THUR

**2**

GWE/FRI

**3**

**4/5**

SAD/SUL  
SAT/SUN

TUD/WK 23

Chwefror/February

LLUN/MON

6

MAW/TUE

7

MER/WED

8

IAU/THUR

9

GWE/FRI

10

11/12

SAD/SUL  
SAT/SUN

LLUN/MON

**13**

MAW/TUE

**14**

MER/WED

**15**

IAU/THUR

**16**

GWE/FRI

**17**

**18/19**

SAD/SUL  
SAT/SUN

TUD/WK 25

Chwefror/February

LLUN/MON

20

HANNER TYMOR/HALF TERM

MAW/TUE

21

MER/WED

22

IAU/THUR

23

GWE/FRI

24

25/26

SAD/SUL  
SAT/SUN

Chwefror/February – Mawrth/March

TUD/WK 26

LLUN/MON

**27**

MAW/TUE

**28**

MER/WED

**1**

**NOSON RIENI/GOFALWYR BLWYDDYN 1**

**PARENT/CARER EVENING YEAR 1**

IAU/THUR

**2**

GWE/FRI

**3**

**4/5**

SAD/SUL  
SAT/SUN

TUD/WK 27

Mawrth/March

LLUN/MON

6

MAW/TUE

7

MER/WED

8

IAU/THUR

9

GWE/FRI

10

11/12

SAD/SUL  
SAT/SUN

DIWRNOD DYSGU DAN ARWEINIAD/GUIDED LEARNING DAY



Mawrth/March

TUD/WK 28

LLUN/MON

13

MAW/TUE

14

MER/WED

15

NOSON RIENI/GOFALWYR BLWYDDYN 2

PARENT/CARER EVENING YEAR 2

IAU/THUR

16

GWE/FRI

17

18/19

SAD/SUL  
SAT/SUN

TUD/WK 29

Mawrth/March

LLUN/MON

20

MAW/TUE

21

MER/WED

22

IAU/THUR

23

GWE/FRI

24

25/26

SAD/SUL  
SAT/SUN

Mawrth/March – Ebrill/April

TUD/WK 30

LLUN/MON

27

MAW/TUE

28

MER/WED

29

IAU/THUR

30

DIWEDD TYMOR/END OF TERM

GWE/FRI

31

1/2

SAD/SUL  
SAT/SUN

TUD/WK 31

Ebrill/April

LLUN/MON

**3**

MAW/TUE

**4**

MER/WED

**5**

IAU/THUR

**6**

GWE/FRI

**7**

**8/9**

SAD/SUL  
SAT/SUN

LLUN/MON

**10**

MAW/TUE

**11**

MER/WED

**12**

IAU/THUR

**13**

GWE/FRI

**14**

**15/16**

SAD/SUL  
SAT/SUN

TUD/WK 33

Ebrill/April

LLUN/MON

17

**TYMOR YN DECHRAU/TERM STARTS**

MAW/TUE

18

MER/WED

19

IAU/THUR

20

GWE/FRI

21

22/23

SAD/SUL  
SAT/SUN

Ebrill/April

TUD/WK 34

LLUN/MON

**24**

MAW/TUE

**25**

MER/WED

**26**

**DIWRNOD DYSGU DAN ARWEINIAD/GUIDED LEARNING DAY**

IAU/THUR

**27**

GWE/FRI

**28**

**29/30**

SAD/SUL  
SAT/SUN

TUD/WK 35

Mai/May

LLUN/MON

**1**

MAW/TUE

**2**

MER/WED

**3**

IAU/THUR

**4**

GWE/FRI

**5**

**6/7**

SAD/SUL  
SAT/SUN



Mai/May

TUD/WK 36

LLUN/MON

8

MAW/TUE

9

MER/WED

10

IAU/THUR

11

GWE/FRI

12

13/14

SAD/SUL  
SAT/SUN

TUD/WK 37

Mai/May

LLUN/MON

15

MAW/TUE

16

MER/WED

17

IAU/THUR

18

GWE/FRI

19

20/21

SAD/SUL  
SAT/SUN

Mai/May

TUD/WK 38

DIWRNOD DYSGU DAN ARWEINIAD/GUIDED LEARNING DAY

LLUN/MON

22

MAW/TUE

23

MER/WED

24

IAU/THUR

25

GWE/FRI

26

27/28

SAD/SUL  
SAT/SUN

TUD/WK 39

Mai/May – Mehefin/June

LLUN/MON

29

HANNER TYMOR/HALF TERM

MAW/TUE

30

MER/WED

31

IAU/THUR

1

GWE/FRI

2

3/4

SAD/SUL  
SAT/SUN

LLUN/MON

**5**

MAW/TUE

**6**

MER/WED

**7**

IAU/THUR

**8**

GWE/FRI

**9**

**10/11**

SAD/SUL  
SAT/SUN

TUD/WK 41

Mehefin/June

LLUN/MON

**12**

MAW/TUE

**13**

MER/WED

**14**

IAU/THUR

**15**

GWE/FRI

**16**

**17/18**

SAD/SUL  
SAT/SUN

Mehefin/June

TUD/WK 42

LLUN/MON

19

MAW/TUE

20

MER/WED

21

IAU/THUR

22

DIWEDD TYMOR/END OF TERM

GWE/FRI

23

24/25

SAD/SUL  
SAT/SUN