

Public Telephones: An emergency phone (999/112) is situated on the main school reception and the Learning4Life reception.

Childcare: Childcare may be available for daytime users. Telephone 01384 816018 to check availability and costs.

Customer feedback: Is considered an essential element in order to achieve high levels of customer satisfaction. If you have feedback, both good and developmental, please complete a comment card, or talk to a member of staff who may consider it necessary to record the nature of these comments for consideration by the Learning4Life management. Thank you.

Skills For Life: Learning4Life tutors are available to any adult wishing to improve literacy and/or numeracy. Most adults need additional help in one of these areas at some time in their lives. Programmes are tailored to individual needs; sessions will be arranged at convenient times and venues. Telephone 01384 816043 to arrange an initial assessment.

Information and Advice : If you want to spend a little more time to understand your options Learning4Life is able to offer information and advice on an individual basis. You would be wise to book and come in to see us if you would like to discuss your options. It need not take long. If we cannot give you the information you are looking for, we'll refer you to others who'll help

Phone 01384 816043

Information 2



***All you ever wanted to know
about.....***

***using the site at
The Wordsley School***

Learning4Life

The Wordsley School, Brierley Hill
Road, Wordsley, Stourbridge,
West Midlands DY8 5SP

Main Office: 01384 816043

F.L.C. 01384 816041

Fax: 01384 816031

E-Mail:

studentservices@learning4life.co.uk

website: www.learning4life.co.uk

Office Opening Times

Mon - Fri 9.00 - 13.00 (except bank holidays)

Updated May 2010)

Parking: Parking at owner's risk is available at the front of The School.

Smoking: Following recent legislation introduced on 1st July 2007 and in accordance with Dudley MBC's Smokefree Policy, smoking will not be allowed in any part of the school premises, including outside areas.

Personal property: Learning4Life does not accept responsibility for loss or damage to personal property.

Student Health: If you are taking part in an IT or physical activity session please inform your tutor or the lifeguard on duty if you have any known medical history which they need to be aware of i.e. heart problems, epilepsy, diabetes etc. Students on physical activity courses will be asked to complete a questionnaire at the first class. You may be advised to seek medical advice before joining a session.

Evacuation Procedures: Plans and regulations in case of fire are available on the walls in every room. Users must be aware of the location of their nearest exit and the fire regulations. All users should report to their tutor or leader at the Assembly Point in front of the school or pool.

First Aid: The Centre Administrator and Site Supervisor have received First Aid training and are available to assist in an emergency. This person can be contacted at the school reception or by mobile telephone (see Assistance). First Aid boxes are situated in Learning4Life Reception and the Swimming Pool.

Accidents: Must be reported to the Centre Administrator or Site Supervisor and an accident form should be completed. In case of a serious accident requiring hospital treatment The Learning4Life Office should be informed immediately 01384 816043. Students must identify people who could be contacted in case of an emergency.

Snowline: In case of severe weather conditions the school may be closed. Please contact our main reception 01384 816043 to listen to our answerphone message, or look at the Learning4Life website www.learning4life.co.uk. Even if the Wordsley School is closed to pupils Learning4Life may still be open. A decision about Evening activities will be made at 2:00pm please call 01384 816043 for confirmation.

Assistance: Site Supervisors are available by telephoning:
06.45-13.45 Mon-Fri on 07900 161 503
13.45-22.00 Mon -Thurs 13.45-19.00 Friday on 07900 161 468
19.00-22.00 Fri. and all day Saturday and Sunday 07979 786 721

Toilets: Are situated in reception area, turn left along the administration corridor, the first door on the left is the Ladies, the second door is the Gents. Toilets are also available in the P.E. changing areas.

Security: All daytime visitors to the School are required to wear a Security Badge. These will be provided by a member of staff and must be easily visible and used on each occasion a visit is made to Learning4Life. They provide access to the school reception area, rooms used for study, the Dining Hall and the downstairs corridors as far as the toilets. Daytime students without a pass should 'sign in' at the school reception.

Coded Access: The main school and P.E. block have coded access during evenings and weekends. Do not permit access to anyone unless you know they are a legitimate user. In the P.E. block access phones and buttons are located inside the pool and gym areas. FLC can also be contacted via in the intercom in the main reception.

Disabled Access: Special car parking places are reserved for disabled users. There is a disabled entrance and toilet for the main building. The swimming pool is accessible by wheelchair users. Rooms on the second floor in the main building are accessible for wheelchair users by use of a 'jinny' and specially trained assistants. Please let us know in advance if you require this facility. If you have specific access requirements please contact Learning4Life for advice and assistance. Adapted equipment is available to assist. Please discuss with your tutor.

Equal Opportunities: All the activities provided by Learning4Life provide equality of opportunity for all regardless of race, faith, gender, age, disability, sexual orientation or socio economic status. If you feel you have suffered harassment or discrimination please report it to a member of staff or contact the Centre Manager.

Health and Safety: Every person attending Learning4Life has a responsibility for Health and Safety. Copies of the Health and Safety Policy are available from the Learning4Life Office. It is a criminal offence to tamper with equipment provided for your safety. Any safety hazards/incidences must be reported to the Centre Administrator or Site Supervisor.