

27 March 2024

Dear Parents and Carers,

**Re: Updates and reminders**

As we prepare for the start of the Summer Term, we would like to take this opportunity to provide some updates and reminders that we hope will help everyone prepare for the new term.

**Please remember that the first day of the Summer Term for all students is Tuesday 16 April 2024.**

**Attendance and Punctuality:** Student attendance at school and in every lesson is vitally important to secure the best possible progress and outcomes which will support them to move onto excellent destinations. Following on from the Easter holidays, we will be focusing upon lesson attendance and punctuality, keeping a record of those students who repeatedly do not arrive at lesson on time. In the first instance you will receive a text message to let you know that your child has not arrived at lesson on time. If this is repeated throughout the course of the week, we will call you to discuss the issue further. A reminder that punctuality is something that employers request on reference forms; it is therefore imperative that students arrive to lesson on time and ready to learn.

Likewise, where we have concerns about your child's attendance, our Attendance Officers or your child's form tutor will be in touch via text messages, phone calls or letters to invite you into school to put in place a structured attendance plan.

For the vast majority of students, they continue to attend school each day and arrive at lessons on time. However, where we have concerns, you will be made aware of this so that you can support us with your child's attendance and punctuality. Attendance is crucial to ensure your child is able to achieve their full potential in school. We therefore thank you in advance for your continued support.

**Exams:** GCSE will begin on Friday 10 May 2024 and A Level examinations on Thursday 02 May 2024. It is absolutely essential that all students arrive at school on time, are fully equipped and in full uniform ready to begin their external examinations. These exams cannot be sat at any other time. Attendance is therefore essential.

**Uniform and Equipment:** All students should continue to wear their school uniform at all times and should have their own lanyard, ID card and cardholder on at all times. Hoodies and trainers are not school uniform and should not be worn on the school site. Students should be fully equipped and prepared for lessons with their own: black pen, green pen, purple pen, pencil, ruler, rubber, highlighter, DAL scientific calculator, mathematical equipment, reading book and charged iPad. If you have any issues in ensuring that you child is fully equipped for school please get in touch with their Head of Year.

**Mobile Phones:** Following government guidance on prohibiting mobile phone use during the school day inclusive of break times, we have taken the decision to implement this after the Easter break. From Tuesday 16 April 2024 mobile phones must not be used by students while they are on the school site. We will be adopting this measure in order to enhance our safeguarding of young people, as well as to protect their wellbeing, avoid unnecessary distractions from their learning and improve students' positive interactions with others.

In addition, we are also asking all students to ensure that their phone is not visible whilst on the school site (including in pockets)- it must be turned off and placed in their school bag or secured in their locker for the duration of the school day.

In exceptional circumstances, if your child needs to contact you during the school day then they should speak to their Head of Year in the first instance and we will support them to do so. Should you need to contact your child urgently during the school day, please contact reception and we will be able to relay a message to your child for you.

This expectation and message have already been shared with students to ensure that they fully understand why this is important and know exactly how they can get help to contact home during the school day should they ever need to. Any phone that is being used or is visible will be confiscated and taken to reception by a member of staff. If this does happen, a member of the office team will notify you that your child's phone is at reception, where it can be collected by a parent or carer at your convenience. Phones will not be given back to students under any circumstance; they must be collected by a parent or carer.

One exception is that students in our Sixth Form can use their mobile phone within our dedicated Sixth Form facilities.

**Parking, drop-offs and the Energus site:** Please continue to be mindful when parking to drop-off or collect students from school, especially during the darker months where pedestrians are harder to see. Where possible please do not block junctions by pulling up at the mouth of junctions, including the UTC car park and our neighbouring car parks. Students should remain on the UTC site at all times using the path directly adjacent to our building to enter and exit school. Students, including those in the Sixth Form, should not use the Energus site on their way to or from school and should not use the Energus car park, grounds or facilities at any time.

I hope you have an enjoyable time over the Easter break and look forward to welcoming students back in the Summer Term.

Yours sincerely,



Kerryann Wilson  
Head of School