

# Induction Pack



# Message from the Principal

I am honoured and thrilled to be on this journey with you; I am confident we will see the flagship Thomas Telford UTC become the gold standard for secondary education in Wolverhampton. I want every child that comes to Thomas Telford UTC to be part of the fabric of the school, and to go home every day fulfilled and happy that they have made progress in their learning and development.

Our partners at Thomas Telford School and the University of Wolverhampton believe that you deserve the chance to flourish in an exceptional environment that offers access to cutting-edge technology and unique, hands-on experiences. Together we will provide you with the perfect combination of academic and technical excellence in preparation for the world of work and the fantastic opportunities that await you.

Our teachers will not only care for, nurture and motivate you but the innovative curriculum that we offer will both inspire and prepare you for an outstanding future.

I am excited not only about the planned expansion of our unique and wonderful school, but even more so about the individual growth of each of you over the coming years.

**Mr A Gill**

**Principal**



# Student Expectations

- Highest Standards of Student Behaviour
- Engage Fully with Extended School Day
- Excellent Attendance and Punctuality
  - Comply with UTC Dress Code
    - Ascribe to UTC Values
    - Adhere to Rules

## Our Values

### **Aspiration**

We are all responsible for seeking to achieve the best from ourselves and each other.

### **Adaptability**

We are committed to the belief that everyone can change for the better.

### **Resilience**

We seek to stand firm in the face of adversity.

### **Accountability**

We recognise that we are in control of our own actions and are responsible for our conduct and its consequences.

### **Integrity**

We are committed to exhibiting honesty and truthfulness in our actions.

### **Fairness**

We believe that all should be treated fairly and have equality of opportunity irrespective of circumstance.

### **Respect**

We are committed to earning the respect of others and in turn respecting ourselves, each other, the West Midlands Construction UTC and all of our communities.

### **Collaboration**

Our students and staff will work alongside all stakeholders to benefit from partnership and teamwork.

# UTC Charter

The Thomas Telford UTC exists to provide the young people of the West Midlands with a unique combination of excellent academic achievement and unparalleled employability skills. To be successful in this aim we believe that it is vital to work closely with our students and their parents and carers.

Thomas Telford UTC is committed to the following:

- Treat students fairly, care for them and promote their happiness in the UTC.
- Ensure that students are well taught and are able to achieve their best in all aspects of UTC life.
- Developing within students a sense of responsibility towards, and respect for, themselves and others.
- Developing within students a set of workplace skills that prepare them for a successful career.
- Providing students with a range of employer led construction projects.
- Providing an appropriate range of curriculum subjects and extra curriculum activities that support students' career aspirations.
- Providing appropriate academic support, intervention and guidance to enable all students to fulfil their academic potential.
- Providing suitable and independent careers advice and guidance to enable students to make appropriate choices about each stage in their learning.
- Check and review student progress, conduct and attendance regularly.
- Keep parents well informed about student conduct, well-being, academic progress and general UTC matters and information.
- Notify parents in good time if a student is absent without permission.

## The Role of Parents

- Understand and support expectation of behaviour
- Maintain regular communication
- Engage and respond to reporting system
- Work co-operatively with the UTC
- Ensure excellent attendance and punctuality
- Provide a supportive environment for homework
- Read and take interest in your child's work
- Help to ensure deadlines are met
- Participate in the wider aspects of UTC life

# School Hours

School hours for students at the Springfield Campus are:

**Session 1A:** 8.30 – 10.15

Including 20 minutes for Breakfast

**Session 1B:** 10.15 – 11.40

**Personal Tutor Period:** 11.40 – 12.00

**Session 2A:** 12.00 – 14.00

Including 40 minutes for Lunch

**Session 2B:** 14.00 – 15.20

**UTC Extra:** 3.30 pm – 5.00 pm

Employer Projects, Sport Teams, Clubs & Compulsory catch-up

**Start Date in September 2021**

Year 7, Year 10 & Year 12: Thursday 2nd September 2021

# Attendance and Absence

Promoting positive behaviour and excellent attendance is a priority of all staff within Thomas Telford UTC. The UTC will promote positive behaviour and excellent attendance through the use of curriculum and learning materials, promoting and recognising high levels of attendance where appropriate. All students should attend, on time, every day the UTC is open, unless the reason for the absence is unavoidable.

## **Student Absences**

Absences from UTC that are acceptable to authorise include:

If a student is ill:

\* parents/carers should inform the UTC on each day of absence by telephone. If your child is absent for more than a day, please ring every day. If your child's absence falls below our target of 95% you will be asked to provide evidence to ensure the absence is registered as authorised.

If a student has a medical appointment:

\* please try to arrange appointments during holidays or out of UTC hours. Understandably, there may be times when this is not possible, but try to let reception know in advance of the appointment. To ensure the absence is authorised evidence should be provided.

If there is a close family bereavement:

\* please let UTC know as soon as possible if there is a family bereavement – at the UTC we want to make sure that we treat learners sensitively and ensure they are appropriately supported when they are experiencing difficulties.

## **Family Holidays**

In line with 2013 DfE statutory guidance on Attendance, holidays in term time will not be authorised.

## **Lateness**

All issues of lateness will be closely monitored. Late arrival can be registered as an absence.

# Safeguarding

Our first priority at the UTC is to make all our students feel safe and happy. All the staff in the team are trained to deal with any safeguarding issues. Come and see us, call us or email us if you are feeling unsure, unsafe or are worried about someone else.



**Mrs Gleeson**

Designated Safeguarding Lead

[cgleeson@thomastelfordutc.com](mailto:cgleeson@thomastelfordutc.com)



**Mrs Shaw**

Deputy Safeguarding Lead

[pshaw@thomastelfordutc.com](mailto:pshaw@thomastelfordutc.com)

## School Nurse Service

The UTC provides a weekly school nurse drop-in service. The purpose of this is to help ensure that our students at the UTC are aware of issues that affect their health and the knowledge to make informed choices that will hopefully result in a long and healthy life.

Through attending the drop-in service, our students can ask any questions they may have and the nurse will answer them honestly and advise them where they can get more advice, help and support with any problems and concerns they may have if necessary.

## School Counsellor

The UTC is able to offer a counselling service to students. The service offers students the opportunity to meet with a trained professional in a confidential and supportive environment. Students can book appointments for this service via Mrs Gleeson, Leader of Student Welfare and Safeguarding.

# Special Educational Needs and Disability (SEND) Information

At Thomas Telford UTC we are committed to the inclusion of all students and welcome all students to the school regardless of ability. Where necessary, adjustments will be made to enable all students for whom Thomas Telford UTC is the best placement, to access lessons and social time as freely as possible. These needs and adjustments will be considered on an individual basis.

If you believe that your child may have Special Educational Needs, we would ask you to contact the UTC SENCO (Special Educational Needs Co-Ordinator), Mrs Shaw by email on [pshaw@thomastelfordutc.com](mailto:pshaw@thomastelfordutc.com). Mrs Shaw will endeavour to secure Special Educational provision for students where this is a requirement, that is “additional to and different from” that provided within the differentiated curriculum, to better respond to the four areas of need: communication and interaction, cognition and learning, social, mental and emotional health and sensory/physical needs.

## School Meals/Parent Pay

The school dining hall will be open at morning break and lunchtime, serving a varied menu including hot meals, sandwiches, pasta.

If you want your child to be able to purchase school meals you will need to ensure there is money on their account to cover the full cost of any purchases as we do not offer any credit facility.

### Parent Pay

The UTC uses Parent Pay to avoid the need for any cash to be carried by students for purchases in our restaurant and school shop plus other events such as educational visits. I am sure many of you are already familiar with Parent Pay as it is used in the majority of schools.

For those of you who are not, ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities, etc. You simply top-up your ParentPay account online by debit or credit card, or in cash through PayPoint stores.

Your username and password with a guide on how to activate your account will be with you in due course.

### Free School Meals

If your child is entitled to free school meals, their account will be credited with their allowance in time for lunch each day. There is a meal deal available every day of either a hot meal/cake or fruit/squash or sandwich or wrap/cake or fruit/squash.

Snacks are available at break time and bottled drinks – please note these items are chargeable and funds should be added to your child’s account to enable them to make any purchases.

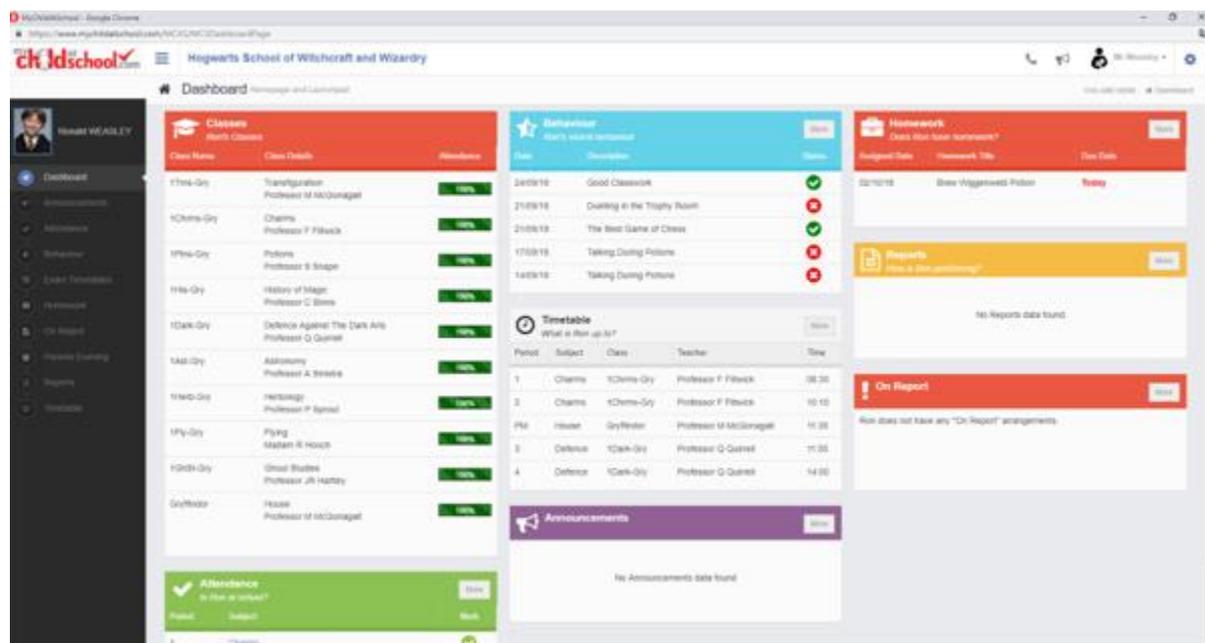
If you would like to apply for free school meals this can be done directly on line to Wolverhampton City Council for an immediate on [www.wolverhampton.gov.uk/freeschoolmeals](http://www.wolverhampton.gov.uk/freeschoolmeals).

# MCAS

MyChildAtSchool (MCAS) is a new online information portal for parents/carers to be able to access student information.

You will be able to view your child's behaviour, attendance and recent reports. Additional information, such as their timetable, lessons and teachers are also available.

Parents will receive a letter with their individual username and password at the start of the term to be able to access.



## Show my Homework

Show my Homework is an online platform that is used for Homework to be assigned, monitored and organised by Teachers, Students and Parents.

Students and Parents will be allocated account details in the first week of term.



# Dress Code

The Thomas Telford UTC Dress Codes reflects its employment ethos. Students and Staff are expected to look professional at all times and our dress code will mimic an employer's Dress Code arrangements as far as possible whilst still presenting a unified, corporate, Thomas Telford UTC appearance.

## Thomas Telford UTC Dress Code:

**Students Year 7 - 11** Students are required to purchase the Thomas Telford UTC uniform. This can be purchased at Lads & Lasses, 50a Warstones Road, Penn, WV4 4LP or by visiting [www.ladsandlassesschoolwear.co.uk](http://www.ladsandlassesschoolwear.co.uk)

- UTC Blazer
- Shirt (Short or long sleeve)
- Trousers/Skirt – skirts should be of an appropriate length
- UTC Tie
- Black socks
- Plain polishable smart leather or suede shoes with no visible logos or branding (not trainer type – for example Nike Air Force 1s are **not** acceptable)

Students in **Sixth Form** are to wear Smart Business dress attire, consisting of:

- Two or three piece suit. Girls may wear a trouser or skirt suit. Skirts should be knee length and worn with plain black or natural tights
- Plain polishable smart leather or suede shoes with no visible logos or branding (not trainer type – for example Nike Air Force 1s are **not** acceptable)
- Smart shirt and tie for the boys
- Smart blouse or top for the girls. Casual T shirts should not be worn. There is no expectation for girls to wear a tie
- Smart tie

## Work wear – to be worn in practical sessions

- PPE – Personal protective Equipment that includes boots, a helmet, gloves, safety glasses and boots. All of which are provided by the UTC for a small fee.

## Sports wear

- Thomas Telford UTC branded PE Kit

## **Religious observance**

Thomas Telford UTC is committed to providing an inclusive approach to its dress code that enables all students and staff to observe recognized religious practices such as wearing of Kameez or Hijab or Sikh turban. Other exceptions and alterations to the dress code should be discussed and approved by the Principal. Note that in all cases faces must be recognizable and visible at all times.

## **Jewellery & Appearance**

**Earrings** - These should be small, simple stud earrings (for Health and Safety reasons on Construction sites) that should be professionally acceptable in appearance.

**Other piercings** - No other visible piercings are permitted at the UTC site as they do not give a professional appearance.

**Rings** – Students should not wear more than two rings.

**Bracelets, Charity Band and Watches** – A single, simple bracelet, charity band or watch may be worn on each arm. These must be removed for certain practical or sporting activities.

**Necklaces** – Necklaces should not be visible at the UTC site.

**Hairstyles** –Hairstyles must not be extreme and should present a suitably professional image. Non-natural hair colours are not permitted.

**Hats, caps and coats** – must not be worn indoors.

**Makeup** – should be subtle and predominantly skin tones.

**Nails** – Nail polish is permitted but should be restricted to neutral, single colours or a natural coloured French polish.

**Chewing gum** is not permitted at the UTC.

**Mobile phones** must be put into lockers in the morning and retrieved at the end of the school day. They must not be seen in-between or they will be confiscated.

Note that for Health and Safety purposes it may be required to remove certain items of jewellery and/or tie long hair back during certain UTC activities. All students must be prepared to comply with such regulation.

# Walking Bus Procedure

## September 2021

As we welcome each new Year 7 intake we offer the option of a 'Walking Bus' to support each child settling into Thomas Telford UTC.

A member of staff is at a designated meeting point at the bus station at 8am each morning and walks down to the school with the students.

A member of staff walks back up to the bus station at the end of each day.

This is an option for those parents who want this extra support as their child starts with us.

If you want to book a place email [info@thomastelfordutc.com](mailto:info@thomastelfordutc.com) before September 2021.

It is an option to book this for parts of the week to fit in with each parent's schedule, or indeed just for the initial days or weeks until your child grows in confidence.

The morning service operates until the Christmas holidays and the afternoon service finishes at February half-term.



## Thomas Telford UTC – Term Dates 2021/22

August 2021							
wk	Mo	Tu	We	Th	Fr	Sa	Su
30							1
31	2	3	4	5	6	7	8
32	9	10	11	12	13	14	15
33	16	17	18	19	20	21	22
34	23	24	25	26	27	28	29
35	30	31					

September 2021							
wk	Mo	Tu	We	Th	Fr	Sa	Su
35			1	2	3	4	5
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

October 2021							
wk	Mo	Tu	We	Th	Fr	Sa	Su
39					1	2	3
40	4	5	6	7	8	9	10
41	11	12	13	14	15	16	17
42	18	19	20	21	22	23	24
43	25	26	27	28	29	30	31

November 2021							
wk	Mo	Tu	We	Th	Fr	Sa	Su
44	1	2	3	4	5	6	7
45	8	9	10	11	12	13	14
46	15	16	17	18	19	20	21
47	22	23	24	25	26	27	28
48	29	30					

December 2021							
wk	Mo	Tu	We	Th	Fr	Sa	Su
48			1	2	3	4	5
49	6	7	8	9	10	11	12
50	13	14	15	16	17	18	19
51	20	21	22	23	24	25	26
52	27	28	29	30	31		

January 2022							
wk	Mo	Tu	We	Th	Fr	Sa	Su
52						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
5	31						

February 2022							
wk	Mo	Tu	We	Th	Fr	Sa	Su
5		1	2	3	4	5	6
6	7	8	9	10	11	12	13
7	14	15	16	17	18	19	20
8	21	22	23	24	25	26	27
9	28						

March 2022							
wk	Mo	Tu	We	Th	Fr	Sa	Su
9		1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30	31			

April 2022							
wk	Mo	Tu	We	Th	Fr	Sa	Su
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

May 2022							
wk	Mo	Tu	We	Th	Fr	Sa	Su
17							1
18	2	3	4	5	6	7	8
19	9	10	11	12	13	14	15
20	16	17	18	19	20	21	22
21	23	24	25	26	27	28	29
22	30	31					

June 2022							
wk	Mo	Tu	We	Th	Fr	Sa	Su
22			1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30			

July 2022							
wk	Mo	Tu	We	Th	Fr	Sa	Su
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

School Holidays
Inset Days
Bank Holidays
Year 7, 10, 12 – Start Date
Year 8, 11, 13 – Start Date

# Key Contacts

The main school phone number is: **01902 872180**

<b>Head of KS3 Assistant Principal</b>	Mr Clark <a href="mailto:tclark@thomastelfordutc.com">tclark@thomastelfordutc.com</a>
<b>Head of KS4 &amp; KS5 Assistant Principal</b>	Mrs Shaw <a href="mailto:pshaw@thomastelfordutc.com">pshaw@thomastelfordutc.com</a>

<b>Reception</b>	<a href="mailto:reception@thomastelfordutc.com">reception@thomastelfordutc.com</a>
<b>Principal</b>	<a href="mailto:principal@thomastelfordutc.com">principal@thomastelfordutc.com</a>
<b>PA to Principal</b>	<a href="mailto:emurray@thomastelfordutc.com">emurray@thomastelfordutc.com</a>
<b>Attendance</b>	<a href="mailto:sfadian@thomastelfordutc.com">sfadian@thomastelfordutc.com</a>
<b>Student Welfare</b>	<a href="mailto:cgleeson@thomastelfordutc.com">cgleeson@thomastelfordutc.com</a>
<b>SEND Co-ordinator</b>	<a href="mailto:pshaw@thomastelfordutc.com">pshaw@thomastelfordutc.com</a>
<b>Exams</b>	<a href="mailto:exams@thomastelfordutc.com">exams@thomastelfordutc.com</a>

Reception is staffed from 8:00 to 5:15 (4:00 on Fridays) and outside these hours there is an answerphone for you to leave a message.