

GENERAL INFORMATION

Arrival at Bucks UTC

Students will not be admitted to the Bucks UTC site before 7.30am. All students must be in their first tutorial or briefing session no later than 8.40am having with them all the equipment/stationery they will require for their sessions throughout the day.

Lateness

In the workplace excellent timekeeping is important and employees must adhere to an organisation's rules regarding this. Therefore, if a student has not come through the Bucks UTC main entrance by 8.30am they will be marked as late. Any lateness may result in students being issued an after school detention. Regular lateness will be reported to the Educational Welfare Service.

Leaving Bucks UTC

Students must remember that they are still representing the Bucks UTC when off-site and they should always apply the Bucks UTC's Student Charter so that they give the best impression of us at all times. Parents/carers are welcome to collect their children from the main Bucks UTC car park if they would like to.

Absence

Please remember that under no circumstances must any lessons be missed unless it is completely unavoidable. If your child is unable to attend the Bucks UTC due to illness or other circumstances you should contact the Bucks UTC Reception on 01296 388459 or email reception@buckinghamshireutc.co.uk before 8.20am.

On a student's return to Bucks UTC following an absence, the parent/carer should write a short note which states the reason for the absence. If your child is absent due to sickness for longer than three days a doctor's certificate is required.

Attendance

We follow the Bucks County Council guidelines regarding attendance. Any students who persistently fails to attend, are persistently late or have unauthorised absence will be reported to The County Attendance team. This can lead to parent contracts or penalty notices being issued.

Any student seen around Bucks UTC premises whilst registered absent will automatically have their absence marked as unauthorised, regardless of any notes sent by parents/guardians.

Please see link for full details on required attendance for all students.

www.buckscc.gov.uk/services/education/education-support/

Family Holidays

Only the UTC may authorise leave of absence, it is not a parental right (Regulation 8 Education (Pupil Regulations) Regulation 1995). If a student goes on holiday without seeking permission from the Principal, the absence will be recorded as unauthorised and we are required to inform Bucks County Council Education Welfare Service Specialist Unit who may issue a penalty notice. For further information please see www.buckscc.gov.uk/education/schools/penalty-notice-scheme/

The UTC will not approve holidays that disrupt a students' education eg during examination periods.

Parents/carers should not take their children out of any lessons or work experience for holidays or any other planned event during term time as it seriously impacts on a student's education. Term dates are available on our website and within this Handbook.

Mobile Devices

Bucks UTC recognises the power of mobile technology in the 21st century and its responsible and acceptable use. We do not ban mobile phones from the UTC. However, our policy is that they should be handed in to Reception at the beginning of each day or put in their locker. Mobile devices should not be used during lesson periods. If students do not follow these simple rules, the mobile phone or other mobile device including portable/Bluetooth speaker will be confiscated and will be stored securely in reception where parents can collect them. Headphones should not be visible at any point during lesson time and these can also be confiscated.

If a student refuses to handover an item for confiscation an incident slip will be completed and passed to an Assistant Principal/Duty Manager. Students and parents should be aware that thefts of mobile phones do occasionally take place in the UTC and our response will involve one or more of the following depending upon the circumstances – an internal investigation, referral to the police or no action. Students bring in any mobile devices at their own risk.

If mobile phones are not really needed our advice is that students should leave them at home. The use of smart phones to take and transmit photographs of people without their permission is illegal.

Our full mobile device policy can be found on our parent portal.

<http://www.buckinghamshireutc.co.uk/parentportal/policies>

Homework

Homework will be set for all year 10/11 students. Each subject will provide students with their expectations which staff will follow in the setting and assessment of homework/assignments. Students in Year 10 should expect homework tasks of approximately 40 minutes in length, rising to 45 minutes in Year 11 for each homework task

Homework will be appropriate to the needs of individual students and will be meaningful in content and purpose, which:

- a. Can prepare students for their next learning
- b. Embed/consolidate the learning from previous lessons
- c. Provide an opportunity to develop independent, inquiring minds
- d. Encourage independence and ownership of learning outside the classroom/College environments
- e. Develop students' ability to organise and manage their time effectively

A formal homework timetable will provided in September.

ID Cards

It is the policy of Bucks UTC to provide a safe working environment for students whilst in the Bucks UTC building and the proper use and display of ID cards is the way to do this.

You are required to wear your issued photo ID card in plain view in order to gain access to the building. Cards should be worn facing out, between collar and waist. If you wear your card so it can't be seen you will be asked to display it properly.

Students who misplace or damage their card must purchase a replacement to gain entry. Current cost is £5 for the first replacement, £7.50 for a second and subsequent replacements. A temporary card will be issued to students for occasionally forget to bring in their ID card.

Medical Conditions

Before students enrol at Bucks UTC you will be asked to complete a medical form. It is really important to us that this form is fully completed so that any relevant information can be held (confidentially) on file - things such as any allergies students may have or medication they are on.

Please notify the UTC if your son or daughter suffers from a medical condition which requires a care plan, medication, or affects their daily activities. Also, let us know of any change in a medical condition they may have.

Accidents/ injuries and/or sickness

At Bucks UTC our students' health, safety and welfare is of utmost importance. If students are injured at the UTC we will treat the injury if possible – and take appropriate medical steps. Students will be given an accident form to give to parents at the end of the day. All accidents are entered into an accident book. There may be times when the UTC needs to make contact with a parent/guardian either for permission to treat the student or because it is the UTC's judgement that the parent/guardian will need to check the student themselves. In these cases the UTC will make every effort to contact parents as quickly as possible.

If a student feels unwell during the day the UTC will contact the student's parent/guardian so that they can make any necessary arrangements to collect the student. We will ensure that the student is kept as comfortable as possible.

Free School Meals

You may be aware that the government is allocating additional funding to schools. One of the criteria used to calculate this additional funding – known as the Pupil Premium – will be the number of students at a school who receive Free School Meals (FSMs).

If you think you are eligible for FSMs for your son or daughter, or if you are not sure, please complete an application form, which can be found on the parent portal. No-one will have you registered and it will not affect any benefits you are claiming.

<http://www.buckinghamshireutc.co.uk/parentportal/freeschoolmeals>

Participation in Sport

All students are expected to take part in the timetabled Sports lessons in one role or another. The only exception to the rule are students with a medical note from a professional. Students must have their sports kit with them for the timetabled lessons.

Sex Education – withdrawal from sex education

Parents may request that their son or daughter is excused from receiving all or part of the sex education programme provided by the UTC. Students may not be withdrawn the sex education element of the National Curriculum which covers the biological aspects of human growth and reproduction as delivered in Science. Please mark your letter for the attention of the Principal.

Educational Visits

An educational trip or visit has enormous potential for enriching the Bucks UTC curriculum and broaden students' horizons and deepen learning.

For each trip students will be required to get permission from a parent/guardian by completing the appropriate consent form which will be given to students by their tutor and it will include all details relating to the trip. We will ask parents for a contribution towards the cost of a trip where necessary. However, we wouldn't want the cost to be a reason for students to miss out, so if parents/guardians are unable to make a contribution they should discuss this with the UTC.

Use of Images

Occasionally we take photographs of students or film them. Photographs may be used in UTC publications, on our website or displayed in the UTC. Lessons are filmed to improve the performance of students in subjects such as English, Computing and Construction. We also film lessons to improve the performance of teaching staff. If you would prefer your son or daughter not to be photographed or filmed, please write to the UTC marking your letter for the attention of the Principal. The UTC does not pay students a fee for the use of their image. **Students must not take photographs of staff or students.**

Closed Circuit Television (CCTV)

The UTC has a number of fixed and dome cameras. This decision was made to protect the UTC building and equipment and to monitor activities in certain areas to identify criminal or inappropriate activity. All of the cameras are monitored from a control centre. Images will be automatically destroyed, unless required by the police for evidential purposes.

Safeguarding

Bucks UTC holds as one of its highest priorities the health, safety and welfare of all children and young people involved in courses or activities which come under the responsibility of the UTC. We fully recognise our responsibilities for child protection, this policy can be seen at:

<http://www.buckinghamshireutc.co.uk/info/policies>.

Our policy applies to all staff, governors and volunteers working in the UTC.

Equality and Diversity

Bucks UTC is committed to the promotion of equality of opportunity and places great value on the diversity of its community. The provision of equality of opportunity and respect for the needs and rights of the individual are fundamental to the stated mission and values of the UTC. We fulfil our general and specific duties in relation to equality of opportunity and actively demonstrates due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities, in all strands as identified in the Equality Act 2010, this policy can be seen at

<http://www.buckinghamshireutc.co.uk/info/policies>

Change of Circumstances

Please inform the UTC if there are any changes in your circumstances during the academic year eg change of name, address, telephone number, email address.

NB: It is extremely important that your emergency details are accurate.

How we communicate with parents

As well as letters and phone calls there are a few particular ways in which we provide information to parents (and students).

Email: Students will find that they receive much more information from their teachers by email. It is important that students get into the habit of checking their UTC email accounts very regularly. As part of the first full week in September, students will be shown how to access their email, including from home. Teachers and learning support staff will also use email to get in touch with parents

Website: The UTC website can be found at www.buckinghamshireutc.co.uk this is where we store more general information such as policy guidance and curriculum information.

Snow closures: We pride ourselves in remaining open in all but the most extreme circumstances and have a great track record for doing so. Should we ever need to close we announce that on the website and by email. It is therefore very important that we have your current contact details at all times.