

SCL/LPA

7 September 2017

Dear Parent / Carer

Welcome to UTC Sheffield Olympic Legacy Park as we start the new academic year 2017 – 18. We are delighted to welcome our new students in Year 10 and 12 and our returning students who have progressed into Year 11 and 13. The UTC has more than doubled in size as we move into Year 2 of operation.

VMG Tutor Evening – Tuesday 19 September 2017

We will be sending you details of our VMG induction evening which will provide information to parents / carers about supporting their son / daughter to be successful at the UTC.

Car Parking

Parents are asked to drop off and pick up at designated bays on Worksop Road and Leeds Road near the OASIS Academy if necessary. As you will see, car parking bays are being constructed as part of the Olympic Legacy Park site. We will inform you when these are available to use. In the meantime, if you do have an appointment with the UTC or for any of our evening events, we have an arrangement with the Oasis Academy to utilise their car park and the car parking spaces to the left of the car park. The address is as follows: - Leeds Road, Sheffield, S9 3TY.

Teaching Staff

In line with the growth of the student population we are delighted to welcome new teaching staff to the UTC: -

Tutor Science (Biology)	Mrs Ashby
Tutor Science (Physics)	Mr Shaw
Tutor Science (Chemistry)	Mrs J Wilson
Tutor Psychology	Miss Smith
Tutor PE/Sport	Miss Olsen
Tutor Maths	Mr Collin
Tutor Maths	Miss Horne
Tutor Health & Social Care	Mrs Dawson
Tutor English	Miss Kardel
Skills Trainer for Sport	Mr Doherty
Tutor Geography	Mr Howe
Tutor ICT / Computing	Mr Rowbottom

The Senior team has also expanded with the promotion of Mr Rawson to Vice Principal and the arrival of our new Senior Leader of Inclusion, Mr Hodkin (SENCO). Mrs N Wilson succeeds Mr Rawson as Curriculum Leader of Science for the next academic year.

Our Sponsors:



Supported by:

Receipt of examination results

Year 11 and 13 students have received their external examination results on Wednesday 6th September when we recognised their achievements which will support successes next summer. The UTC will support results where it is anticipated improvements can be made, otherwise entries will need to be paid for by Parents / Carers.

How you can support us to ensure high levels of conduct and engagement at the UTC

Regarding business wear, students should always be wearing their business suit jacket, but UTC jumpers or cardigans can be worn beneath business suit jackets in colder weather. Students will be able to remove their business suit jackets if instructed by staff in warmer weather. We thank you for your support with maintaining a smart and professional appearance with our students.

Footwear for the 3G pitch – we have received queries from some parents of students taking core PE only as to whether they should purchase the football boots/astro turf trainers with plastic studs/blades. As students taking core PE undertake two hours of PE per week, we will confirm if these students will need to specifically buy the footwear in due course.

To ensure the highest levels of conduct the UTC uses the 'Consequences system' to create an outstanding climate for learning, free from low level disruption such as talking, not following an instruction and disturbing student learning. In the unfortunate event that your son or daughter is issued a C4 detention, which will only arise after 3 verbal warnings, it is the student's responsibility to ensure that they attend a detention on the given date which will be recorded in the student planner. The student planner will allow effective communication between home and the UTC, and must be carried by students at all times otherwise a detention will be issued. Detentions will also be issued for chewing gum and using a mobile phone during lessons. Smoking and use of eCigarettes are also banned on-site.

Failure to attend a detention will result in a C5 which means a day of silent working in Consequences, again followed by a one hour detention. If your child is absent from the UTC on the day of the detention, on their return, they must visit the member of staff to re-arrange the detention.

For students to achieve their best from their time at the UTC, it is important that they achieve excellent attendance and punctuality i.e. 96% and above. With this in mind the UTC will not authorise any illness of more than two days, unless there is an ongoing medical reason for which we already have evidence. During the academic year when the student has had three separate illness related absences, any further illness absence will not be authorised without medical evidence being provided. If your child has a medical/dental appointment in school time, please ensure that they bring their appointment card / letter to reception for authorisation.

If your child is absent, please contact the UTC every day before 8:30 am on the attendance line: 0114 260 3940. Please note it is the parent's responsibility to contact the UTC and failure to keep the UTC informed of a student's absence could result in an unauthorised absence. The student planner contains a page, which parents or carers can complete to inform VMG tutors of any absence once the student returns. If your child is absent and they see a medical practitioner, please provide the UTC with evidence on their return e.g. appointment card or prescription packet. Illness over two days will not be authorised without medical evidence.

A Notice to Attend may be issued when a student has unauthorised absences recorded in the register. This includes the 'U' code where students are over 30 minutes late to school, and this has not been agreed in advance. Should there be no improvement, a Penalty Notice (fine) may be issued. If a parent/ carer removes their child from school during term time for the purpose of a holiday, without authorisation from the Principal, a Penalty Notice will be issued. The UTC Olympic Legacy Park will work with parents to ensure that the attendance of all our students is the best it can possibly be. We understand that circumstances change, and where possible we will support students to attend school regularly. However, the information above highlights the responsibilities of the parents/carers in ensuring that the UTC can provide an effective education for all.

Our Rewards, Behaviour and Attendance Policies can be found on our website.

Supplying us with medical information

If a student needs to leave site to attend a medical appointment, we will require evidence in the form of an appointment card or dated prescription and prior consent from Parents / Carers. In the event of your child being ill and needing to leave site contact will be made with Parents / Carers through reception. Students should not contact directly on phones.

We will not accept medicine in the UTC unless it would be detrimental to the child's health if the medicine were not administered during the UTC day. If this is the case then you would need to complete the UTC Medication form which is available from reception. Please pass completed to reception or ideally your son / daughters Learning Manager (Miss Hayes Key Stage 4 / Mr Moore Key Stage 5). You will find our Managing Medicines policy on the website but please be reminded that non-prescribed medication e.g. paracetamol cannot be accepted in the UTC.

Please find enclosed the permissions form for the UTC to share information that needs to be signed and returned to reception.

Lockers

Lockers are available to all students for a £5 returnable deposit. We encourage all students to sign up for a locker and have enclosed a separate letter in this regard for Y10 and Y12 students.

ParentPay

We operate as a cashless school and we would like all parents to only use our e-payment method to pay for dinner money and trips. We will be communicating this under separate cover in due course. If you think you may be eligible for Free School Meals (FSM) please apply via the Sheffield City Council website: <https://www.sheffield.gov.uk/education/information-for-parentscarers/at-school/school-meals/contactnumbers.html>

Future events

VMG Tutor Evening – Tuesday 19 September from 5.30pm – 7.30pm
Progress Tracker 1 (PT1) will be issued on Friday 20 October 2017
INSET Day – Friday 27 October 2017
PT1 Parents Evening – Tuesday 7 November 2017

Jeans for Genes Friday 22 September

We will be supporting this fundraising event in September, and on this date students will be able to arrive in non-uniform including denim paying £1 for the privilege. We hope that you will support us to raise funds for this worthy cause.

Future recruitment events

We will be holding the following recruitment events at the OLP. All events commence at 5.30pm and tickets can be booked through our website: -

Tuesday 10 October 2017 – UTC Showcase OLP
Tuesday 24 October 2017 – Health Showcase
Tuesday 14 November 2017 - Computing Showcase
Tuesday 5 December 2017 – Sport Showcase

Kind regards



Sarah Clark
Principal
UTC Sheffield Olympic Legacy Park

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1. Permissions Form for the UTC to share information – complete and return to reception.
2. Lockers letter for Y10 and Y12 students – sign up at reception with £5 returnable deposit