

Parent Information 2022-23

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1. Essential Information

Address

Aylesbury UTC
Oxford Road
Aylesbury
Buckinghamshire
HP21 8PB

Contact

Email: reception@aylesburyutc.co.uk
Telephone: 01296 388688
Website: www.aylesburyutc.co.uk

Senior Staff

Principal: Mr Nick Lamb
Assistant Principals: Ms Sarah Wood (Teaching and Learning)
Ms Kathrine Pike (SENCO, Safeguarding, Attendance, Inclusion)
Mrs Karen Ayew (Behaviour & Rewards)



2. Vision & Values

Our aim is to send all our young people into the world able and qualified to play their full part in it.



As well as high quality teaching and learning, this vision is underpinned by our focus on three key values:



All our work at Aylesbury UTC is lead by our vision. Our ultimate aim is to support young people in developing these values whilst they are with us.



3. Term Dates 2022 – 2023

Term 1:

Friday 2 September	Staff Training Day
Monday 5 September	Staff Training Day
Tuesday 6 September	Term begins (Yrs 10 & 12)
Weds 7 September	Term begins (all students)
Weds 19 October	Term ends for students
Thursday 20 October	Staff Training Day
Friday 21 October	Staff Training Day
Friday 21 October	Term ends
October Holiday:	24 – 28 October

Term 2:

Monday 31 October	Term begins
Tuesday 20 December	Term ends (12.20)
Christmas Holiday:	21 December – 3 January

Term 3:

Wednesday 4 January	Staff Training Day
Thursday 5 January	Term begins for all students
Friday 10 February	Term ends
February Holiday:	13 - 17 February

Term 4:

Monday 20 February	Term begins
Friday 31 March	Term ends
April Holiday:	3 April -14 April

Term 5:

Monday 17 April	Term begins
Monday 1 May	Bank Holiday - school closed
Friday 26 May	Term ends
Late Spring Holiday:	29 May - 2 June

Term 6:

Monday 5 June	Term begins
Friday 21 July	Term ends (12.20)



4. Communication

Please note: Bucks UTC has rebranded to **Aylesbury UTC**.

- Our aim is to communicate with families regularly in a variety of ways. Similarly, it helps a great deal if families can keep school staff informed of any factors that may affect students' time in school.
- Please inform us if there are any changes in your circumstances. For example: change of name, address, telephone number, email address. Note: It is extremely important that your emergency details are accurate

Email

- Should you wish to contact a member of staff at school, you should email reception@aylesburyutc.co.uk in the first instance. Our reception staff can then respond or direct your query to the correct member of staff.
- We recommended that you save this new email address. Please be sure to check your spam or junk email regularly to avoid missing any emails from Aylesbury UTC.
- Note: We will continue to receive emails sent to old Bucks UTC email addresses for a short period.

Telephone

- To make contact via telephone, please use our main reception number: 01296 388688

Documents/Letters

- Our aim is to share any official documents or letters electronically, via email. Occasionally, there may be a need to send a physical document home, but this will be rare.

Website

- Our website can now be found at www.aylesburyutc.co.uk
- Please bookmark this as it contains useful information for parents and students.

Social Media

- We strongly encourage parents and students to follow us on social media, for news and notices. We are on Facebook, Twitter, Instagram and LinkedIn with the username **@AylesburyUTC** or **@Aylesbury_UTC**

Student Email & Microsoft Teams

- All students will be provided with an Office365 account. At times, teachers use Microsoft Teams or school email to reach students. For example, setting assignments, sharing resources, or providing feedback.
- If students are required to work from home for any significant length of time, it is likely that Microsoft Teams will be used for remote learning.

5. Medical Information

- Parents / Carers should make sure they have informed Aylesbury UTC staff of any medical conditions, allergies or medication using the registration form. Updates should be shared as and when there are any changes to these circumstances.

6. School Day & Punctuality

- Students should be in school by 8.40am each morning and in their form room by 8.45am.
- Our school school day:

8.40am	Students in school
8.45am	Registration
9.00am	Period 1
10.00am	Period 2
11.00am	Break
11.20am	Period 3
12.20pm	Period 4
1.20pm	Lunch
2.00pm	Period 5
3.00pm	End of school day



7. Attendance, Absence and Holidays

- Our aim is to ensure that all students have an attendance of at least **96%** over the course of a school year. Evidence suggests that attendance is a key factor in successful and a positive experience of school. We ask that parents / carers do everything they can to send students to school every day they are required.
- We monitor student attendance closely and will be in touch with families to follow up if attendance is consistently lower than it should be or there are concerns about attendance.
- If a student is due to attend a planned appointment, please make us aware via Reception, so that a member of Senior Leadership Team can approve their absence.
- We also understand that occasionally a student will not be able to attend school due to an unplanned illness or event. Parents should email or ring the school Reception.

E: reception@aylesburyutc.co.uk

P: 01296 388688

- We do not give permission for students to take holidays during term time. Any absences of this nature will be recorded as unauthorised and followed up accordingly.
- We adhere to the [national guidance](#) and [Bucks County Council guidelines](#) regarding attendance. Any student who persistently fails to attend, is persistently late or has unauthorised absence will be reported to the County Attendance team. This can lead to attendance contracts or penalty notices being issued.

8. Safeguarding

- Above all else, our highest priority for students and staff at Aylesbury UTC is health, safety and welfare. We fully recognise our responsibilities for safeguarding and child protection. We regularly review safeguarding processes and continue to train staff regularly. Similarly, students are provided with key information, primarily through PSHE, registration activities, assemblies and notices.
- Our safeguarding and child protection, this policy is available [here](#) (all staff, governors and volunteers).

9. Closed Circuit Television (CCTV)

- We have a number of fixed and dome cameras. This decision was made to protect the building and equipment and to monitor activities in certain communal areas to identify inappropriate activity. We do not monitor students at all times – we only use footage if required. Images will be automatically destroyed, unless required by the police for evidential purposes.



10. ID Cards

- All staff and students are required to wear their ID card whilst at Aylesbury UTC. This measure ensures that we can keep all members of the school community safe. There will be a consequence for students who forget their ID card and a charge for those who need a replacement.

11. Professional Expectations

- A major focus at Aylesbury UTC is to create a professional atmosphere. This will support students in their preparations for next steps. We ask that students follow our professional expectations at all times:

PROFESSIONAL EXPECTATIONS

Thank you for...



Time

- Being on time to school and to lessons
- Using lesson time for learning
- Using breaks for food, drink, filling bottles and visiting the toilet



People

- Being respectful towards others - verbal, physical, virtual
- Being polite to others - please, thank you, names
- Always using professional language
- Following instructions from adults



Lessons

- Staying seated, where you are asked to
- Bringing required equipment
- Carefully using equipment for its intended purpose only
- Focusing on your learning



Facilities

- Looking after the building and resources
- Using the bins for litter
- Only eating & drinking in designated areas



Personal

- Wearing clothes that fit our uniform policy
- Using a mobile phone/earphones only during breaks or when asked
- Eating/drinking appropriately - no gum, energy drinks or excessive sugar
- Using a water bottle
- Not using prohibited items or bringing them to school



12. Mobile Devices

- We do not ban mobile phones from Aylesbury UTC. In line with our 'Professional Environment', we would like to support students in learning how to use mobile phones maturely.
- Students are permitted to use their mobile device before school, during break, lunch and after school.
- Mobile devices, headphones or speakers should not be used or seen in lessons or while students are moving between lessons, unless instructed by staff. Failure to follow these guidelines will result in the confiscation of the device for the rest of the lesson.
- For a student who repeatedly fails to follow our Mobile Device guidelines, staff will confiscate the device for the rest of the school day and contact will be made with parents.

13. Homework

- We aim for the highest quality teaching and learning in lessons. We hope that students will be able to achieve or exceed their target grades without the need for excessive additional work at home.
- At times staff may ask students to complete work in their own time.
- Staff may also provide students with opportunities to complete extension or enrichment tasks in their own time, which will be advisable rather than compulsory.
- Students who do not complete work to the expected standard or do not complete tasks, may be required to spend additional time at Aylesbury UTC after school to complete work.
- For internal assignments on vocational courses, students who need to resubmit their work will need to focus on this in their own time rather than during lessons. We hope that this incentivises students to complete work to the highest possible standard at the first attempt.

14. ParentPay

- ParentPay is an online secure payment service. It is a convenient way for families to pay for school meals, trips, kit and more. ParentPay allows families to make payments whenever and wherever they like, safe in the knowledge that the technology used is secure.
- Parents will have a secure on-line account, activated using a unique username and password; you will be prompted to change these and to keep them safe and secure. If you have more than one child at the UTC or children at other ParentPay schools, you can create a single account login for all your children.
- Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you've activated your account you can make on-line payments straight away.
- You will receive your unique ParentPay Account activation letter after your son/daughter has started at Aylesbury UTC. For further information on ParentPay please visit www.parentpay.com.
- We are largely a 'cashless' school and require parents to create a ParentPay account in order to serve food at our Canteen.



15. Free School Meals & Pupil Premium

- In order for students to be receive Free School Meals, and application form needs to be completed. Information about eligibility for Free School Meals and the application form are available [here](#).

16. Dress Code

- At Aylesbury UTC we have high professional expectations for our school community. The way in which students dress and present themselves is a key factor. Our dress code is a smart and formal business-like appearance. We are also aware that Health & Social Care and Building Studies students will have to comply with health and safety regulations and wear clothes that fit the environment in which they are working.
- Importantly, students should take pride in their appearance. Smart dressing conveys positive feelings in terms of commitment and attitude to work. Also, it enables students to show that they fully embrace the Aylesbury UTC ethos. It creates a positive impression on our employer links too. Our students say that this is a change from their previous school and makes a big difference to their mindset in a professional environment.
- Option one is to wear a shirt and tie with formal trousers and a jacket. Option two is to wear trousers or a skirt/dress of reasonable length with a smart top / blouse and jacket. Footwear is also smart with no trainers allowed. This dress code will allow students to choose clothing from a wide range of retail outlets rather than confining them to a uniform shop. For further details, please visit our website [here](#).
- For Year 10 and 11 PE lessons, students are required to wear our UTC PE top. See below for further information.

17. PE Kit

- Students will be expected to purchase an Aylesbury UTC sports top and wear it for all PE lessons. Families should use their ParentPay account to order and purchase a top.

18. Progress Reports & Assessment

- One important way we support students is by focusing on their progress on qualifications. We set targets at the start of Year 10 / 12, assess students, monitor progress and report to parents / carers.
- In short, students and their families can expect to receive a termly report with information about academic progress and attitude to learning.
- You can find a full explanation of our approach [here](#).



19. Parents' Evenings

- There will be two opportunities each year for parents to meet with teachers formally as part of a Parents' Evening. These will take place online - details about booking and running the appointments will be shared with parents beforehand.
- At any point in the year, parents are very welcome to get in touch with staff to discuss progress or any other issues. This should be done via email in the first instance, through reception@aylesburyutc.co.uk.

20. Curriculum

- The courses on offer at Aylesbury UTC are reviewed regularly to ensure that they: a) are worthwhile in their own right; b) lead to purposeful destinations; c) can be delivered to a high standard.
- Staff frequently engage in curriculum planning to ensure that students are given the best chance of success.
- Our long-term curriculum plans are available on the school website [here](#), updated by the end of September.

21. Relationships, Sex & Health Education

- We are required to teach elements of Relationships, Sex and Health. These topics feature as part of our PSHE curriculum, which is taught every Friday morning.
- 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. If you have a request, please mark your letter for the attention of the Principal.

22. Special Educational Needs and Disabilities (SEND)

- We are passionate about supporting young people no matter how challenging they find education. We are not a 'special school' and are honest with applicants if we are not able to meet their needs.
- Once students are on roll, our SEND department and all staff focus on putting appropriate support in place for students who need it. Students are assessed at the start of their time with us and monitoring is put in place to assess the effectiveness of support measures. We deliberately work closely with students and their families to regularly review and adapt our strategies.
- It is essential that families send copies of formal documentation from CAMHS or Educational Psychologists to confirm diagnosis of ADHD, Dyslexia and Autism, or other formal diagnoses, so we can add this to the SEND Register. Families are also encouraged to contact their previous school and ask them to send over all SEND files to Aylesbury UTC, for the attention of Kathrine Pike.
- Families who wish to find out more information or who have questions about SEND should contact Kathrine Pike, SENCO, via the Reception email - reception@aylesburyutc.co.uk.



23. Employer Engagement

- We are very proud of the work we do with our employer partners and our sponsor University – Buckinghamshire New University. We collaborate with a huge range of organisations to ensure that students are able to relate learning to real industry settings.
- Students engage with employers and universities through:

Projects

Work Placements

Workshops

Mentoring Programme

Guest Speakers

Industry / Site Visits

- We aim to give students the best possible preparation for their future career and provide the local community with technically-skilled and able young people, particularly in shortage sectors.

24. Careers Support

- Aylesbury UTC is committed to providing high quality impartial careers education, information, advice and guidance support to all students.
- Our Careers Programme is built on both the Gatsby Benchmarks and the CDI Framework.
- Our Careers Lead, Jan Lloyd, is a qualified Level 6 Careers Development and Guidance Lead. Contact Jan by email: jlloyd@aylesburyutc.co.uk
- More information about our Careers Programme can be found [here](#).

25. Work Experience

- We would like all students to take part in work experience whilst they are at Aylesbury UTC. This is a vital part of our offer and we would encourage students to seek out and make the most of opportunities.
- Work experience will largely be agreed on a case by case basis, although we may also arrange for a KS4 'Work Experience Week' to take place in 2022-23.
- Sixth Form students are encouraged to complete work experience on one day per week (Mondays) for the duration of the school year.
- The procedures and forms for work experience will be shared by school staff when required. These are in line with Bucks County guidelines.
- Students or families should get in touch via Reception should they wish to take up a work experience opportunity.

