Parent, Carer and Student Handbook

Contents

Principals' Welcome

I am very proud to be Principal of North East Futures UTC from its opening in September 2018. We have had 2 fantastic years so far even despite the challenges last year's lockdown period. The pandemic added further to our passion for careers and education in the fields of Healthcare Science and Digital Technology.

We aim to offer something special on top of a normal great school offer. We continue to work hard to get on our unique selling point - our 'UTCness'. 'UTCness' includes things like engagement of industry partners, meaningful projects, quality work experience and inspirational mentoring and is always about helping young people understand and be ready for the world of work.

We focus on student career choices and we make sure that everything studied is a means to achieving a great career. We aim to continue to support the growing industries in the North East of Healthcare Science and Digital Technology.

It is important that all students are fully on board with the UTC vision below. We expect our students to work hard towards achieving their goals. I have seen first-hand that this can be achieved whilst still taking time to enjoy the experience of being a UTC student and all the enriching opportunities this provides.

I wish all students another enjoyable and rewarding year of education here at the UTC.

Mission

Vision

To be a leading Healthcare Science and Digital Technology school

Mission

- Work closely with relevant regional employers to provide students with distinctive, innovative and high-quality academic and technical education specialising in Healthcare Science and Digital Technology
- Support all students to develop work-ready skills and qualities
- Support all students to achieve a positive destination
- Support regional economic growth

Ethos

- Equal opportunities and high expectations for all
- Technical and Academic educational excellence
- Valuing work-ready and technical skills alongside academic achievement
- Wellbeing and safety

Key Student Expectations

1. Be safe and happy
    a. Speak out if you have concerns
    b. Follow the code of conduct
    c. Be health and safety conscious

2. Be reliably reliable
    a. Attend every day unless absolutely not able to
    b. Arrive before 9:00AM and to all lessons and meetings on time
    c. Meet all your deadlines through good time management
3. Act, dress and speak professionally
    a. Follow the dress code
    b. Good manners with each other, staff and guests
    c. Speak calmly and confidently

Home-School Agreement

The UTC is committed to providing young people with:
- A safe, professional and happy learning environment where students are treated with respect
- Unrivalled access to employers in the Health Science and Digital Technology sectors in ways such as undertaking project-based learning, impactful work experience, mentoring and good career guidance
- Great quality teaching and learning, academic rigour, support and challenge so that students are encouraged and pushed to achieve their potential
- Supportive and timely intervention for students when they need it most
- Quality pastoral care and clear lines of communication between home and UTC
- Meaningful and engaging enrichment opportunities

The UTC is committed to providing parents and carers with:
- The confidence in the quality of education your child is receiving at the UTC
- Regular updates on your child's academic progress, behaviour, attendance and development
- Regular updates on life at the UTC and the opportunities available to your child
- A clear line of communication with your child's personal tutor at the UTC for phone and email communication and with the Senior Team should you need it
- A face to face communication every academic year with all staff and the opportunity to request further meetings if required
- Financial support for trips, travel, food and equipment if needed

The UTC expects parents and carers to:
- Engage with the UTC by reading emails, newsletters, social media content and attending events and parents evenings wherever possible
- Raise any concerns you may have with the UTC quickly so that matters can be addressed
- Support your child by regularly asking about what they have learnt at the UTC and challenging your child to do even better next time when you receive progress information
- Support your child with achieving excellent records of attendance and punctuality
- Support the UTC with behavioural consequences if issued
- Help the marketing of the UTC by sharing social media content and word of mouth

The UTC expects students to:
- Follow the code of conduct, dress code and acceptable use agreement
- Be confident in yourself and be resilient to challenge
- Use your lesson and independent learning time well
- Focus on your employability and regularly consider your career options
- Let a member of staff know if you are struggling with learning or your wellbeing
- Put in maximum effort into your learning and strive to achieve your best
- Engage with industry partners whenever you can

- Regularly take up opportunities such as work placements, enrichment and competitions to get the most out of your UTC experience
- Help support your peers with their learning and wellbeing

Times of Day

Note: the time of the day will be different during the Covid-19 pandemic. You will be sent these separately

Monday		Tuesday, Wednesday & Thursday		Friday	
Tutor	900-920	**P1**	900-950	**Tutor**	900-920
P1	920-1010	**P2**	950-1040	**P1**	920-1010
P2	1010-1100	**Break**	1040-1100	**P2**	1010-1100
Break	1100-1120	**P3**	1100-1150	**Break**	1100-1120
P3	1120-1210	**P4**	1150-1240	**P3**	1120-1210
Lunch	1210-1240	**P5**	1240-1330	**P4**	1210-1300
Health and Fitness	1240-1500	**Lunch**	1330-1410	**Lunch**	1300-1340
		Tutor	1410-1430	**Enrichment**	1340-1430
		P6	1430-1520		
		P7	1520-1610		
		P8	1610-1700		

Term & INSET Dates 2020/21

Term	Starts	Ends
Autumn Term 1	07/09/2020	23/10/2020
Autumn Half Term Break	26/10/2020	30/10/2020
Autumn Term 2	02/11/2020	18/12/2020
Winter Break	21/12/2020	01/01/2021
Spring Term 1	04/01/2021	12/02/2021
Spring Half Term Break	15/02/2021	19/02/2021
Spring Term 2	22/02/2021	01/04/2021
Spring Break	02/04/2021	16/04/2021
Summer Term 1	19/04/2021	28/05/2021
Summer Half Term Break	31/05/2021	04/06/2021
Summer Term 2	07/06/2021	23/07/2021
Summer Break	26/07/2021	03/08/2021

INSET DAYS
Monday 7th September 2020
Tuesday 8th September 2020
Monday 4th January 2021
Monday 19th April 2021

Staff List

Leadership Team	Teaching Staff	Support Staff
• **Dan Sydes** – Principal • **John Pattison** – Director of Pastoral Care • **Liam Clark** – Assistant Principal and SENDCO • **Karen Nixon** – Assistant Principal • **Mark Woods** – Director of Science • **Sarah Hughes** – Business Liaison Manager • **Joanne Harrison** – Assistant Principal • **Charlotte Murray** – Admissions Manager	• **Andrew Noakes** – Chemistry Teacher • **David Clarke** – Mathematics Teacher • **Dominic Hall** – Biology Teacher and Healthcare Science Lead • **Gemma Demain** – Biology Teacher and EPQ Coordinator • **Jack Griffiths** – Chemistry and Physics Teacher and DOE Lead • **Lauren Taylor** – Computer Science Teacher and Assistant SENDCO • **Lee Willis** – Computer Science Teacher and Computing Lead • **Pieter Vermaas** – Mathematics Teacher • **Laura Hadwin** – English Teacher • **Marianne Andirot** – English Teacher • **Will Postlethwaite** – Physics Teacher and Head of 6th Form • **Sally Hall** – Art Teacher	• **Helyn Bulman** – Senior Learning Support • **Jack Ballantyne** – Learning Support • **Rebecca Oates** – Receptionist • **Hattie Winnan** - Receptionist • **Lucy Arbon** – Data and Exams • **Sarah Galvayne** – Science Technician and Health and Safety Manager • **Anthony Arnott** - Business Engagement and Careers Coordinator • **Rachel Menzies** - Pastoral Support Officer • **Jen Lorimer** – Marketing Officer
Guest Teachers –Further Maths, Psychology		

Code of Conduct

Students must:

- Always dress as per the Dress Code
- Safely use technology as per the Acceptable Use Agreement and ensure mobile phones and headphones are out of site outside of break times unless permission from a member of staff has been given
- Always come to the UTC with the correct equipment for learning
- Always arrive at North East Futures UTC before 9:00 unless prior agreement has been obtained or normal operating hours are changed due to a special event
- Attend every day unless genuinely not well enough to do so, or previous agreement obtained from the Principal
- Meet deadlines unless an agreed extension from a member of staff has been granted
- Attend all scheduled meetings, lessons and activities on time
- Speak to others in a calm and professional manner and respect requests from members of staff
- Conduct themselves in a calm and professional manner and ensure they help keep themselves and others safe
- Be an excellent ambassador when representing the UTC when working with industry partners on or off site
- Never bring alcohol, drugs or illegal substances on site. Everyone under 18 should never bring cigarettes (including e-cigarettes and vaping equipment) on site[1]
- Never attend North East Futures UTC under the influence of any of the above
- Never bring on site blades, firearms or other items that could be classed as weaponry
- Never engage in physical violence or bullying of any type
- Report to a member of staff if aware of another student not meeting the expectations above

The code of conduct is signed by both Parent/Carer and Student before joining the UTC to show understanding of expectations as a student studying at the UTC.

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[1] those 18 or over who choose to smoke should never have their cigarettes visible on site and should not smoke within visible distance from the UTC site

Student Dress Code

We expect all students to dress work-ready every day

Top Options	Bottom Options	Optional Extras
- Suit jacket or blazer - Smart shirt with collar - Smart blouse or work top - Smart jumper, top or cardigan - Lanyard - Lab coat in science	- Smart trousers - Smart skirt or dress - Smart plain shoes *(mid-heel acceptable)* *NOT TRAINERS*	- Tie - Smart jewellery
Outside of Break times no:		
- No trainers - No polo shirts - No large, visible logos - No jeans, leggings, jeggings, shorts or tracksuits - No hoodies - No crop tops - No outside coats worn inside (lockers are provided) - No visible headphones or wires - No high heels or open footwear in science labs for Health and Safety - No loose jewellery (e.g. hoop earrings, long necklaces) for Health and Safety		
Sports Dress Code		
- Sport T shirt or Polo Shirt - Shorts, leggings or jogging bottoms - Trainers		

Notes: The Principal will occasionally approve a dress-down day to raise money for charity. These will be clearly communicated to stakeholders.

The dress code is signed by both Parent/Carer and Student before joining the UTC to show understanding of expectations as a student studying at the UTC.

Acceptable Use Agreement

Students must:

- Have access to a WiFi enabled device, such as a Windows 10 laptop, every day to support learning (laptops and desktops are available at the UTC)
- Only use official @NEFuturesutc.co.uk email to communicate with stakeholders regarding UTC matters
- Always use professional language in emails and online communications
- Play games, or use social media, only at break and lunch times unless part of a learning activity and approved by a member of staff
- Keep mobile phones out of sight and on silent in class and in independent learning time unless permission from staff granted
- Be mindful of their digital tattoo when posting on any public platform such as social media
- Be mindful of safe use of technology and report concerns straight away to a member of staff Students will learn about safe use of technology as part of their programme of study
- Never engage in any activity that could be classed as cyber-bullying even if intended as a joke. This includes:
  - Never posting personal comments about someone else
  - Never sharing images or videos of someone else
- Never share private or explicit material of yourself or others. This includes both in and outside of the UTC
- Never illegally download or distribute copyrighted material such as software or media via the North East Futures UTC network
- Report to a member of staff if they are aware of another student or member of staff not meeting the expectations above

The acceptable use agreement is signed by both Parent/Carer and Student before joining the UTC to show understanding of expectations as a student studying at the UTC.

Expectations

This section contains key information from selected UTC policies. Please follow up by reading the full policy document where needed that can be found on the North East Futures website.

Independent Learning Time

Your child has a number of ILT sessions in their weekly timetable. This slot is for self-directed learning and study

The UTC aims for students to develop their independence over the course of their studies at the UTC. They may need some parent/carer support as they learn to prioritise

Please ask your child what they have used their ILT for and contact the tutor if you are concerned they are not yet using this time as effectively as they can

Independence is a great work-ready skill to develop ready for your child's career.

Anti-Bullying

At the UTC, action will be taken to prevent bullying in the following ways:

- by promoting and maintaining an ethos that encourages consideration and respect for others and which is firmly based on the values of UTC;
- by educating students about the boundaries of appropriate behaviour towards others and addressing bullying and related issues through PSHCE, Citizenship, peer mentoring and assembly programmes;
- by ensuring effective supervision of locations within the UTC where bullying is likely to occur and highlighting to students, with the support of parents / guardians, the importance of appropriate behaviour when travelling to and from the UTC;
- by liaising with other support agencies as appropriate, some of whom are on site;
- by encouraging a strong sense of belonging to the UTC through participation in enrichment activities;
- by having clear procedures for responding to bullying, which are kept under regular review.

Assessment

Classroom assessment should include:
- Rich and deep questioning
- Feedback to support learners progress almost every lesson
- Peer and self-assessment

Assessment Types

Effort Grades:
- A – Student almost Always demonstrates outstanding effort
- M – Student Mostly demonstrates outstanding effort
- S – Student Sometimes demonstrates good effort
- N – Student demonstrates Not enough effort

Predicted Grades:
These are based on what Teachers estimated grade for the end of the course – e.g. 1-9 grades for GCSE courses, A*-E grades for A Level and Distinction/Merit/Pass grades for BTEC and vocational courses. It is normal for teacher predictions to go up and down throughout the year.

Attendance

Students are expected to attend every day unless it is absolutely not possible.

Parents are expected to contact the school by phone on 0191 9179888 to report an absence before 9:00am and every day of absence thereafter.

Parents/carers are asked to plan medical appointments outside of UTC hours wherever possible

Advance notice for expected absences should be sent to office@nefuturesutc.co.uk and reasons for a planned absence (such as sporting fixture or university visit) should be provided. The UTC will approve absences as per the Attendance Policy.

Attendance Below 90%
Parents/carers are advised that if your child's attendance is below 90%, it puts you – the parent/carer – at risk of Legal Monitoring from the Local Authority which can lead to an interview under caution, fines and a possible court summons.

Parent Contracts
If we are concerned about unexplained or unauthorised absences, we may offer parents/carers a Parent Contract in order to agree together how you and the UTC can help improve your child's attendance; acceptance of a Parent Contract is voluntary, but advised.

Lateness

Lateness is unacceptable. Students who arrive after 9:00am should report to Reception where they will be signed in. Persistent lateness will be dealt with using the Behaviour Policy. Students and parents/carers should seek support from the tutor in the first instance if punctuality is a genuine issue.

Behaviour

The following should underpin behaviour at the UTC:
- Respect each other
- Listen to each other
- Treat everyone as an individual
- De-escalate incidents and seek to reconcile

The UTC uses a range of rewards and positive reinforcement strategies for students. Examples of these include:
- Praise and positive behaviour points on the UTC Management Information System (MIS)
- Feedback on work
- Certificates and prizes for individuals, teams, groups and houses at celebration events
- Phone calls/letters/postcards/emails home

The UTC uses disciplinary methods for students in line with the range of sanctions as detailed in the Behaviour Policy. The UTC uses disciplinary methods and sanctions only to support consistency of good behaviour and improvement of behaviour.

The UTC seeks the support of parents and carers in managing students' behaviour and will work with families to make appropriate decisions on sanctions/discipline wherever feasible.

Curriculum

Year 10 and 11 Curriculum

Students in Years 10 and 11 have some degree of flexibility but all students will start off studying for GCSEs in:

- English Literature and English Language
- Mathematics
- Computer Science
- Biology
- Physics
- Chemistry

Students will also study core non-GCSE:

- Health and Fitness
- Personal Development (Citizenship, Religious Education, Personal, Social, Health Education, Careers)

Students choose 1 technical option:

- Digital Technology
- Healthcare Science

Students can choose between a further free choice GCSE[2]:

- History
- Geography
- Enterprise and Marketing *(equivalent 1 GCSE)*
- Art

Religious Education and Citizenship is delivered as part of the Personal Development and the Tutor programme.

Sex and Relationship Education (SRE) forms part of the curriculum and is delivered through Personal Development, Tutor Time and Science.

English, Mathematics and Science subjects are taught in 'set' ability groups.

Health and Fitness lessons are delivered through dedicated sessions and the enrichment programme and opportunities to take part in a variety of sporting and fitness activities are encouraged. The intent is to

ensure students pick up good habits for life and find physical activities that they will continue to engage in beyond their time at the UTC.

Students are expected to develop as Independent Learners throughout Key Stage 4 so they are able to cope with the demands of a Post 16 education, apprenticeship and the workplace. To facilitate this, students will have periods every week where they will be in supervised independent learning time and encouraged to use the time effectively to meet the targets set by their teachers.

All students have access to a wide enrichment programme with the intent of development student's interests, hobbies and passions and supporting their career development.

Post 16 Curriculum

Students in Post 16 have 3 pathways to choose for their core curriculum:

Level 3 Pathway - 3 or 4 from:

- *Physics A Level (6+ needed in Science/Physics GCSE)*
- *Chemistry A Level (6+ needed in Science/Chemistry GCSE)*
- *Biology A Level (6+ needed in Science/Biology GCSE)*
- *Mathematics A Level (6+ needed in Maths GCSE)*
- *Further Mathematics A Level (7+ needed in Maths GCSE)*
- *Computer Science A Level (6+ needed in Maths/Computing GCSE)*
- *Psychology A Level*
- *Medical Science*
- *Cambridge Technical IT (Level 3)*
- *Extended Project*
- *Core Maths*
- ***Entry requirements 5 + GCSEs grade 4+ including English and Maths***

Pathway to Apprenticeship:

- *Science (Level 2)*
- *Cambridge Technical IT (Level 2)*
- *functional English and Maths (including GCSE resit if needed)*
- ***Entry requirements – a passion for Science or Technology***

Both pathways include a 'UTCness' package of meaningful work experience, industry mentoring, career guidance and project based learning.
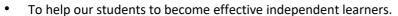
Students are also be encouraged to participate in additional Enrichment and Health and Fitness activity.
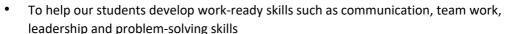
All Post 16 students are expected to complete a minimum of two weeks work experience.

All students will be expected to take develop their employability and keep a good record of the UTC work they do.

When planning and delivering teaching and learning in Year 12 and 13, we have the following key aims:

- To help our students achieve the best possible outcomes.

- To help our students to become effective independent learners.
- To help our students develop work-ready skills such as communication, team work, leadership and problem-solving skills

There is available Careers and Higher Education guidance, drawing on the careers service wherever such support is available. The intent is to have 100% of Year 13 graduates go on to positive destinations.

Students are expected to develop as Independent Learners throughout Key Stage 5. To facilitate this, students will have periods every week where they will be in independent learning time and encouraged to use the time effectively to meet the targets set by their teachers.

All students have access to a wide enrichment programme with the intent of development student's interests, hobbies and passions and supporting their career development.

Equality
- The UTC believes in equality and equal opportunities for all
- The UTC will not accept discrimination
- The UTC teaches inclusion

Pastoral
Parent Partnerships
The UTC believes strongly in the power of working in close co-operation with parents, carers and guardians. The UTC will, therefore, seek to involve parents or carers actively in all we are trying to achieve. Approaches will include

- phone calls, emails, letters
- meetings
- development of working relationships between UTC staff and parents/carers

Personal Development
The Pastoral programme at the UTC includes a discrete 20-minute daily tutor time and, for Key Stage 4 students, a weekly discrete Personal Development period.

The wider Pastoral and duty of care is implemented throughout the UTC day.

The discrete programme has been developed to deliver at least all statutory elements of:

- Religious Education
- Spiritual, Social, Moral and Cultural Education
- Citizenship and Personal, Social and Health Education
- Life in Modern Britain
- Quality careers Education
- Financial Education

British Values
The UTC will uphold and promote the following British Values:
- Democracy

- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs and for those without a religious faith

Special Educational Needs and Disabilities (SEND)

North East Futures UTC will:
- work closely with families to identify all students who have additional needs
- work closely with families to find strategies to give support to students with additional needs
- Implement the strategies needed within the classroom
- Review the progress of students with additional needs and adjust the provision where needed

Safeguarding

Contacts

Role	Name	Contact details	
Designated Safeguarding Lead	**John Pattison**	john.pattison@nefuturesutc.co.uk 0191 9179888	
Deputy Designated Safeguarding Lead	**Dan Sydes**	dan.sydes@nefuturesutc.co.uk 0191 9179888	
Deputy Designated Safeguarding Lead	**Liam Clark**	liam.clark@nefuturesutc.co.uk 0191 9179888	
Nominated Local Governor for and safeguarding and child protection	**Michael Whitaker**	michael.whitaker@nefuturesutc.co.uk 07775795573	
Children's Social Care – for reporting concerns – Single Point of Contact	**Normal Hours**	IRSADMIN@newcastle.gov.uk	0191 277 2500	
	Out of Hours	edt@newcastle.gov.uk	0191 278 78 78	
16+ care	**Normal hours**	0191 278 2700	
Children with Disabilities	**Normal hours**	0191 277 4700	

Key publication - Working Together to Safeguard Children

If you have any safeguarding concerns please contact the Designated Safeguarding Lead. The UTC aims to help parents and carers understand and recognise safeguarding and child protection issues.

Health and Safety

North East Futures UTC makes an unequivocal commitment to high standards of health and safety. Although the Principal has ultimate responsibility for implementing the policy everyone on site has an important part to play in its successful implementation.

Students are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the UTC and in particular the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with any item provided for safety;
- develop a positive health and safety attitude so that they are safe and prepared for work
- encourage other students to operate in a safe manner

Fire Management and Emergency Evacuation

As part of the induction process all students at North East Futures UTC will be given a fire safety awareness session which will include:

- The action to take on discovering a fire
- How to raise the alarm and what happens then
- The action to take on hearing the fire alarm
- The importance of following evacuation instructions from their teacher or supervisor
- The evacuation procedure and arrangements
- The location of the escape routes
- How to open escape doors and the importance of keeping fire doors closed
- The reason for not using lifts
- The importance of general fire safety and good housekeeping
- An awareness of which staff are specifically trained in Fire Safety (listed in Appendix 6 of the Fire Safety Management and Evacuation Policy)

Data Protection

North East Futures UTC is required to keep and process certain information about its students and their family members in accordance with its legal obligations under the General Data Protection Regulation ("GDPR"). The School may, from time to time, be required to share personal information about its pupils with other organisations, mainly Local Authorities and the Department for Education (DfE), and potentially social services.

Applicable data

Personal data refers to information which is in the School's possession that relates to an identifiable, living individual, including information such as an online identifier, e.g. an IP address. Information is also personal data if, when combined with other data in the School's possession, a living individual can be identified e.g. a set of student ID numbers. The GDPR applies to both the personal data that is stored on computer systems and other digital technologies, on manual filing systems where personal data is accessible according to specific criteria, as well as to chronologically ordered data and pseudonymised data, e.g. key-coded data.

Sensitive personal data is referred to in the GDPR as 'special categories of personal data'.
These categories are broadly the same as those in the Data Protection Act (DPA) 1998, and include data relating to an individual's racial or ethnic origins, political opinions, religious beliefs, criminal convictions, trade union membership or health-related information. The GDPR has added the processing of genetic data and biometric data, in order to take account of their increased use.

Principles

In accordance with the requirements outlined in the GDPR, personal data will be:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Students and their families can find out more about how the school processes and manages personal data by reading the GDPR privacy notice for students and their families which can be found on the policies page on the website.