



STUDENT INDUCTION PACK

Information for Parents and Students

CONTENTS

- 3 [Headteacher's welcome](#)
- 4 [Year 10 Transition documents](#)
- 5 [The working week](#)
- 6 [Dress Code](#)
- 9 [Systems for September](#)
- 11 [Attendance](#)
- 13 [Laptops](#)
- 14 [Mobile phones and Electric scooters](#)
- 15 [Student Support](#)
- 17 [Useful contacts and key staff](#)
- 18 [Finance](#)
- 20 [Student conduct](#)
- 25 [Frequently asked questions](#)
- 26 [Map](#)
- 28 [Policies and Agreements](#)
- 36 [Keep updated](#)

HEADTEACHER'S WELCOME

It gives us great pleasure to welcome you and your families to UTC Swindon. We have met many of you already and are looking forward to working with you as you prepare to join us in September.

It is an exciting time to be joining a new school, and we are pleased you have decided to become part of UTC Swindon.

Our unique blend of academic subjects and vocational specialisms, focus on Engineering and Digital Technologies including Cyber Security, combined with extensive engagement with local employers will help ensure you are ready for whichever career route you choose.

This induction pack contains information based on the frequently asked questions we receive from our parents and students. Please have a look through with your family and do let us know if you have any further questions.

We appreciate that moving schools can be a daunting process, but we are here to support you long the way. Our website has other useful information including [term dates](#) and our [UTC Swindon Parents Group](#) Facebook group is another place to look for information and support from our community.

We are looking forward to getting to know you and your families and working with you all over the next two years and beyond.



Year 10 TRANSITION

To enable us to support you better with the transition to UTC Swindon, please can we request that you bring the following information from your current school:

Fischer Family Trust (FFT) data

This is the target grades that your current school has for your student. They should be able to provide a break down for each of the subjects your student has been studying.

Current School books

When you join us in September, please bring the books that you are most proud of from your current school. This will give us a better understanding on the work you have been doing.

Attendance

Please bring your year 9 report including your attendance to date.



THE WORKING WEEK

Below is a layout of how the UTC Swindon school day looks.

Monday to Thursday	
Time	Activity
0840 - 0900	Tutor time
0900 - 1000	Period 1
1000 - 1100	Period 2
1100 - 1120	Break
1120 - 1220	Period 3
1220 - 1320	Period 4
1320 - 1350	Lunch
1350 - 1450	Period 5
1450 - 1550	Period 6

Friday	
Time	Activity
0840 - 0900	Tutor time
0900 - 1000	Period 1
1000 - 1100	Period 2
1100 - 1120	Break
1120 - 1220	Period 3
12.20 – 1250	Lunch
1250 - 1350	Period 4

As you can see, you will have two breaks during the day to step away from learning and speak to friends. You can also use this time to have something to eat which can be brought in from home or purchased in our school café. You will have an ID badge which also acts as your payment card for the cafe and the photocopier. Parents can add money to this through the Parent Pay account

Please note that Key Stage 4 students are not permitted to leave school site during the day and Key Stage 5 students are encouraged to stay on school site, so any food you wish to have needs to come with you from home or be purchased onsite.

DRESS CODE

At UTC Swindon we mirror the working world in every way possible and this includes what you wear. We require our students to be "boardroom ready" and as a result, all students and staff wear business attire. Our students tell us this change from their previous school helps them to embrace the demands of a working environment and allows them to display their growing maturity.

All members of the UTC Team, staff and students, are expected to dress in business attire; wearing either **a shirt and tie** with a suit or with formal trousers and tailored jacket; or formal trousers, a skirt or dress of reasonable length with a **smart top/blouse** and **tailored jacket or smart plain sweatshirt**. Tights must be worn with dresses and skirts. Suits should be charcoal grey, black or navy. All black or brown shoes (including trainers) are required.

Staff and students are always expected to wear their lanyards and ID Badges at all times to identify them and allow access around the building.

APPROPRIATE ATTIRE	INAPPROPRIATE ATTIRE
Shirt · Tie · Tailored Jacket · Suit · Formal Trousers · Skirt or Dress knee length or below · Smart top or blouse · Jacket or blazer · All black or brown shoes · Trainers are acceptable if all black · Plain sweatshirt (no branding) · Tights	Hoodie · T-shirt · Branded clothing · Jeans · Polo shirts · Leggings · Spaghetti strapped tops · Vests · Mini skirts

Students who are dressed inappropriately will be expected to change or will be sent home to change and contact made with parents / carers.

DRESS CODE – Subject Specific

To ensure the safety of our students during specialist lessons, they will also be required to have the following items:

Sports Wear

For sports lessons, students are expected to wear:

- UTC Swindon branded polo shirt. They can be purchased here: [UTCS PE Top](#)
- Plain blue/black/grey sweatshirt (no hoodies),
- Plain blue/black/grey joggers/shorts/sports leggings
- Trainers
- White sport socks
- Sweatshirts/joggers/shorts must be plain no logos

Following a trial with the current year 10s, from September on the day of PE (day to be confirmed) students can attend school in their PE kit.

Workshop Wear

When using the workshop, students will require:

- Navy blue, cotton overalls
- A pair of black steel toe capped boots.
- Safety Goggles
- If you have hair below shoulder length you must bring a hairband to tie it back

eSports

We recommend students bring the following:

- Headsets
- Mouse/ controller

These items can be stored in students' lockers.

WHAT WILL I NEED?

All students will be expected to arrive in school every day with a basic level of equipment to include:

- Black pens (at least 2)
- Pencils (at least 2)
- Ruler
- Eraser
- Scientific calculator (please see guidance below)

Students can earn points for having the correct equipment during equipment checks which will be carried out weekly by form tutors.

We also recommend all students have a water bottle and a notebook.

Specific Maths Equipment:

- Scientific calculator:
GCSE - [FX-85GT CW \(casio.co.uk\)](https://www.casio.co.uk)
AS/A Level maths and Core Maths: [FX-991CW \(casio.co.uk\)](https://www.casio.co.uk)
- Geometric settings: [Amazon.co.uk : geometry set for secondary school](https://www.amazon.co.uk)

Recommended Equipment:

We recommend students bring a Laptop / Chromebook and charger with them. This will be especially useful for 6th form students to use for their assignments and to work on in between lessons. For year 10 it is a recommendation but not a requirement.

SCHOOL SYSTEMS

ID Cards

You will be issued an electronic smart ID Card and lanyard within your first few days of joining us. It can be used to access the UTC via the main entrance gate, access printing and your café account. You must wear your lanyard and card at all times while onsite, keep it safe and not allow anyone else to use it. You must not obscure your photo or any information on the card. You must inform reception immediately if your ID card has been lost or stolen. Replacement cards cost £5.00 and can be ordered via ParentPay.

ParentPay

UTC is a cashless school. We use an online payment system which gives you a more flexible and convenient way to pay for school items such as printing, trips and lunch. By using an online system, you know that your money has reached the school safely. You can view your account statement and payment history, check when payments need to be made and set alerts to remind you when you need to make a payment. You will receive details of how to sign in to your ParentPay account in due course.

Progress Consultation Booking System

You will be able to book your Progress Consultation Evening appointments online. The system will enable you to leave a note for the teacher if there is something in particular you would like to discuss which will help ensure a more focused and informative appointment. We will contact you with dates and how to access your online account nearer the time, as appropriate.

SCHOOL SYSTEMS CONTINUED

Lockers

Students will be allocated lockers during their first week at school. There is a £5 deposit required which will be available on ParentPay at the start of term. Students will need to provide their own padlock with either a number combination or key access.

Student Data

At UTC Swindon we use a MIS (Management Information System) where you can access information on your student. You can find a real time view of attendance data plus up to date timetables and access to AP (Assessment Point) reports. Information on how to access the system will follow once your student joins us in September.

Unifrog

Work experience takes place for two weeks in June/July and we use the Unifrog platform to manage this process without any physical paperwork. Using their school Unifrog account, students will enter work experience placement details. Unifrog will then contact the employer to confirm the placement and to upload their Employers Liability Insurance certificate. Unifrog will then contact parents/guardians to seek permission for the placement. Once these steps have been completed, UTC can give permission for the placement to go ahead.

ATTENDANCE REPORTING

There is a clear link between attendance and progress. Our attendance target for all students is 97% or above. If a student's attendance drops below 94% this is deemed to be of concern and requires investigation.

We are aware that absences are for a variety of reasons and many are justified due to medical conditions or mental health. If your student has any significant physical or mental health need please let us know as soon as possible.

Absences should be reported by 8.15am each day to attendance@utcswindon.co.uk.

We are committed to preparing our students for the world of work and as part of this preparation we want to ensure that your student's attendance is outstanding. Every day your student misses means there will be gaps in their learning and their chances of fulfilling their potential is reduced.

There are a few simple things you can do which can help ensure attendance remains high:

- If any medical or dental appointments are necessary during term time please try and make this as early or as late in the day as possible.
- If your student is feeling unwell encourage them to take over the counter medicine, as appropriate, and send them to school with enough medication to help them through the rest of the day. If they are too unwell to stay in school we will contact you
- If your student is having a lot of days feeling unwell, ask them if there is anything happening at school that is worrying them. If there is a problem, please let us know as soon as possible so we can work to resolve it. Stress and anxiety can produce physical symptoms such as headaches and upset stomachs. If necessary speak to your GP.

We monitor attendance regularly – as soon as we become concerned we will contact you to find out what the barriers to attending are. Our attendance policy can be viewed [here](#).

LAPTOP OR CHROMEBOOK AND TECHNOLOGY

As we live in the technological era and we are preparing students for the world of work, students may wish to come to school with a laptop / Chromebook. This will be particularly useful for 6th form students.

Students will be offered support at the start of term to set up their devices with the school systems.

Laptops need to offer the following specification:

- Windows operating system
- Minimum 8GB Memory
- Minimum 3GHz Processor
- Minimum 256GB storage
- Internet access

Students will be given an Office 365 account in September.

All devices will be able to access any school software needed. You have already signed the IT user agreement completed in the application form. A copy can be found at the end of this document.

MOBILE PHONES

The use of mobile phones as an alternative to a Chromebook is unacceptable. Mobiles are not encouraged but can be used for professional use at break and lunchtime to check timetables, student app and security logins. Games, snapchat and use of social media is not permitted, we operate a “see it, hear it, lose it” policy for lessons.

Students are expected to have their phones switched off and away during lessons. We can provide safe, secure phone bags for students who find it a challenge to be without their phones.

ELECTRIC SCOOTERS

Please do not allow your student to ride their electric scooter to school

Where can you ride electric scooters?

Currently, electric scooters can only be used on private land with the landowner's permission. It is effectively illegal to use them on public roads, on pavements, in cycle lanes and in pedestrian-only areas.

Why are electric scooters illegal on roads and pavements in the UK?

Electric scooters are currently classed as [‘powered transporters’](#) by the government and fall under the same laws and regulations that apply to all motor vehicles.

This means that it's illegal to use them on pavements, in cycle lanes and in pedestrian-only areas, and it would only be legal to use them on public roads if they could meet the same requirements as motor vehicles (e.g., in terms of insurance, tax, licence, registration and vehicle construction), which in practice is virtually impossible.

The formulation of a law specifically covering electric scooters has been under discussion for some time. It looks like there may be some developments in this area in the near future, particularly with the rental trials currently taking place.

STUDENT SUPPORT

Upon joining UTC Swindon, all of our new students complete a series of screening assessments, which help us identify your relative strengths and areas for development both in terms of facilitating skills that underpin all learning and also the knowledge you need to be successful in all the key areas of the UTC curriculum.

If you are identified as having a number of areas of development in terms of your learning skills and/or knowledge you are then given a more in-depth assessment with the purpose of creating a personalised learning profile which will help inform your teachers of how best to support you in class, and, when needed, will form the basis of an individual support plan.

Before formulating a individual support plan, both you and your parent will be asked for their view on how you can best be supported.

The UTC Swindon support team will balance any need for academic support with developing your independence and resilience and self-awareness using a variety of approaches, in and out of the classroom.

Each of our students' needs are considered individually to determine what are their key barriers to learning and what actions could help them overcome these. Students spend 28 hours a week in the classroom and so it is imperative that our teaching staff deliver high quality learning opportunities based on inclusive strategies designed to promote progress of all pupils, including those with specific learning difficulties. If what happens in the classroom is highly effective, then you will thrive. Here at the UTC our teaching team has a portfolio of classroom strategies which they can use to create a positive and supportive learning environment and to ensure you make good progress in all your subject areas.

STUDENT SUPPORT CONTINUED

Outside of the classroom, interventions are used to promote student development. These could include:

- Emotional support (counselling, emotional literacy, anger management, anxiety)
- Tailored curriculum offering (reduced timetable, specialist courses)
- Careers support and advice
- Access arrangement for exams, e.g. extra-time, reader and scribe and the use of a laptop
- Referrals to relevant specialist outside agencies

Parents and students receive regular feedback on progress throughout the year: at Progress Consultation Evenings, in School Reports, during planned Education, Health and Social Care plan reviews and in meetings with the class teacher, Head of Department, Head of Year, the Deputy Head or Assistant Principal as required.

USEFUL CONTACTS



Head of Key Stage 5

Sarah Crookes

scrookes@utcswindon.co.uk



Head of Key Stage 4

Leonie Marvell

lmarevell@utcswindon.co.uk

Main office

01793 207920 or enquiries@utcswindon.co.uk

SENDCo

Jayne Rafferty, JRafferty@utcswindon.co.uk

Attendance

To report an absence, please email
attendance@utcswindon.co.uk

Please let us know by 8.15am each day if your student will not be in.



Pupil Premium and Free School Meals

We understand that some students will qualify for Pupil Premium and / or Free School meals. If you need assistance with purchasing PPE and equipment please send proof of any of the following to info@utcswindon.co.uk

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Students who are paid these benefits directly, instead of through a parent or guardian, can also have free school meals.

Your student may also have free school meals if you receive any of these benefits and your student is both:

- younger than the [compulsory age for starting school](#)
- in full-time education



16-19 Bursary Fund (6th Form Only)

No student should be disadvantaged by continuing with their education Post 16. Here at UTC Swindon there are two types of bursaries available a discretionary and a vulnerable.

The 16-19 Bursary Fund has been set up by the government to support young people who face financial barriers to continuing in Post-16 education or training. It is available through the UTC and if you think you might need some financial support to complete your course and you think you might be eligible, please apply as soon as possible.

You could be eligible for a full bursary of £1,200 per year if you are aged 16-19 and are:

- Household income up to £30,000 per year (a larger sum may be applicable if there are larger numbers of dependents in the household)
- In receipt of Universal Credit/Employment and Support Allowance
- In receipt of Tax Credits (annual income less than £20,000)
- Entitled to Free School Meals in the last 4 years or registered Young Carer
- A recent and substantial decrease in household income
- You're in or recently left local authority care
- You're disabled and get both Employment and Support Allowance (ESFA) (or Universal Credit in place of ESFA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of the State Pension Credit

All learners who claim Bursary funding must also:

- Satisfy the government's residency requirements for publicly funded courses in school sixth forms.
- Be aged under 19 on 31st August of the year of enrolment (i.e. if enrolling for September 2024, be under 19 on 31st August 2024)

If you apply for bursary funding, we will ask you for evidence to back up your claim. If you are in care or a care leaver, this is likely to be a letter from your key worker. Or we will ask you for a letter or statement from the DWP confirming you are in receipt of benefits, or a P60 or Tax Credit Award Notice (if your parents are employed).

If you would like to apply for funding but think you may have difficulty obtaining evidence please speak to us as soon as possible.

You can find the bursary form [here](#).

STUDENT CONDUCT

During your time at the UTC, it is important you learn what employers and your community will expect in terms of conduct. We would like to help you understand how your behaviour shapes how other people view you and how making the right choices with your conduct can ensure your success in the future.

Our expectations in and around the UTC are:

Courteous:

- You are respectful
- Listen without talking
- Follow instructions on first request
- You are punctual
- You are mindful of others' feelings

Positive Impression:

- You are ready to learn
- Be smart and well dressed: we call this 'boardroom ready'
- Be on time (if the lesson has started then you are late)
- Be equipped (pen, pencil, laptop, calculator)
- Engage in all learning activities we give you to the best of your ability
- Ask for help when you need it
- Reflect and respond to feedback with a "can-do" attitude

Professional:

- Your behaviour is safe and appropriate
- You are calm
- Your language is professional
- You are mindful of others space

These qualities are embedded in our ROCK values which are fundamental to life at UTC Swindon.



STUDENT CONDUCT CONTINUED

Rewards

We are keen to recognise and celebrate your academic and personal successes and we do this in a number of ways. We use a system of positive points to record incidents when you have applied yourselves, displayed exceptional skills and/or displayed employability skills. We reward students using a range of methods: through positive praise; communication home; certificates; educational visits; 'caught doing the right thing' postcards and Employer-Led Project winners prizes.

What does poor conduct and behaviour look like?

We are very proud of the positive working relationships we form with our students at the UTC. However, when student conduct falls short of our expectations, appropriate action is taken to resolve incidents and we are keen that students reflect, learn and move on positively. We handle all behaviour incidents using restorative justice which means we ensure that students understand what the impact of their behaviour has been and why it is not appropriate. We understand that part of our role at the UTC is to educate our students about the standards of conduct which will be expected of them in the workplace and to ensure they conform to the highest standards of professionalism. Most students only need to be reminded once regarding their conduct and they make the necessary change. Where necessary, students who choose to continue with poor conduct will face an appropriate sanction. We have a zero tolerance policy regarding abusive language or any type of anti-social behaviour on the school site. Students behaving in this way will be removed from contact with other students for a fixed term and their parents will be called into school.

Phones may not be used during lesson time as they cause a distraction to your learning. We operate a "See it, hear it, loose it" policy, see [page 14](#). If a staff member sees your phone they will ask for it and it will be removed until the end of the day.

STUDENT CONDUCT CONTINUED

Attendance

- All students who arrive after 8.40am must sign in at reception
- Students who are late to college will be issued with an after-school detention on the same day
- UTC Swindon are supported by Swindon Borough Council EWO - case discussions and fines are issued as appropriate

Dress Code

- Students must be in business wear at all times within college working hours, unless authorised alternative arrangements.
- Hoodies and coats are not to be worn inside the building.
- No trainers to be worn around the college.
- Shirts must be tucked in at all times
- If a student does not have PE kit they will be issued with an after-school detention
- Please see Dress Code on [page 6](#)

Restorative justice meetings

- If a student is sent to reflection, staff will see the student at the end of the day during their detention time to discuss with the student.
- This time should be used as a supportive measure to discuss the incident and find a way to move forward.

CODE OF CONDUCT

Our Code of Conduct helps make our UTC a safe and supportive place in which to learn. We ask every student to agree to keeping to these rules.

WHEN LEARNING you are expected to:

Attend all lessons and exams, unless the absence is authorised

Arrive on time and with the right equipment



Complete assignments on time, without cheating, copying or plagiarising

Wear correct dress code



Not eat or drink in class or study areas, apart from water, and keep mobile devices on silent mode in those areas



Not use headphones or audio devices during a taught learning session without permission to watch/listen to educational resources

Adhere to the health and safety regulations



ABOUT CAMPUS you are expected to:

Carry out all reasonable instructions from any member of staff



Wear your ID card visibly at all times

Not carry or use illegal drugs, equipment for drug use, weapons or alcohol, or ask anyone else to do this

Pay attention to your own and other's health and safety

Not drop litter and treat the campus with care and respect



Not wear outside coat



Not film or make an image of another person without their explicit consent

IN YOUR GENERAL BEHAVIOUR you are expected to:

Behave in a thoughtful, considerate and responsible manner



Not use bad language, not bully, harass or offend anyone in person or online

Not damage the good reputation of the UTC through any bad behaviour on or off campus, including online behaviour



Follow the acceptable IT use agreement

Not give false information or forge documents



UTC SWINDON STANDARDS OF BEHAVIOUR

for all students and all staff



FAQs

What are the term dates? Term dates are published in the newsletter and on the website. Further details including INSET days can be found on our website: [UTC Swindon Term Dates](#)

What should students wear? Students are required to dress in a professional business-like manner. Please see the Dress Code section on [page six](#) for further details.

What equipment do we need to buy? Students are required to arrive at UTC Swindon daily with the following equipment: a pen; pencil; ruler; maths set and a scientific calculator. Being fully equipped forms good habits for the workplace.

Where do I drop off and pick up? Please use either the Bristol Street car park or use the bays outside Farrington Park. Please do not enter the school premises unless you are here for a pre-arranged meeting in which case there will be a few designated visitor spaces.

Will there be any organised sports? We have our annual Sports day which is against UTC Oxfordshire and held at the County ground each summer. Health and fitness lessons are an opportunity for some exercise and we have some table tennis tables which can be led by the Student Leadership Board and run as a club.

Will we need to bring a packed lunch? If you would like to, that's fine but we will be serving competitively priced hot and cold food and drinks in the Cafe.

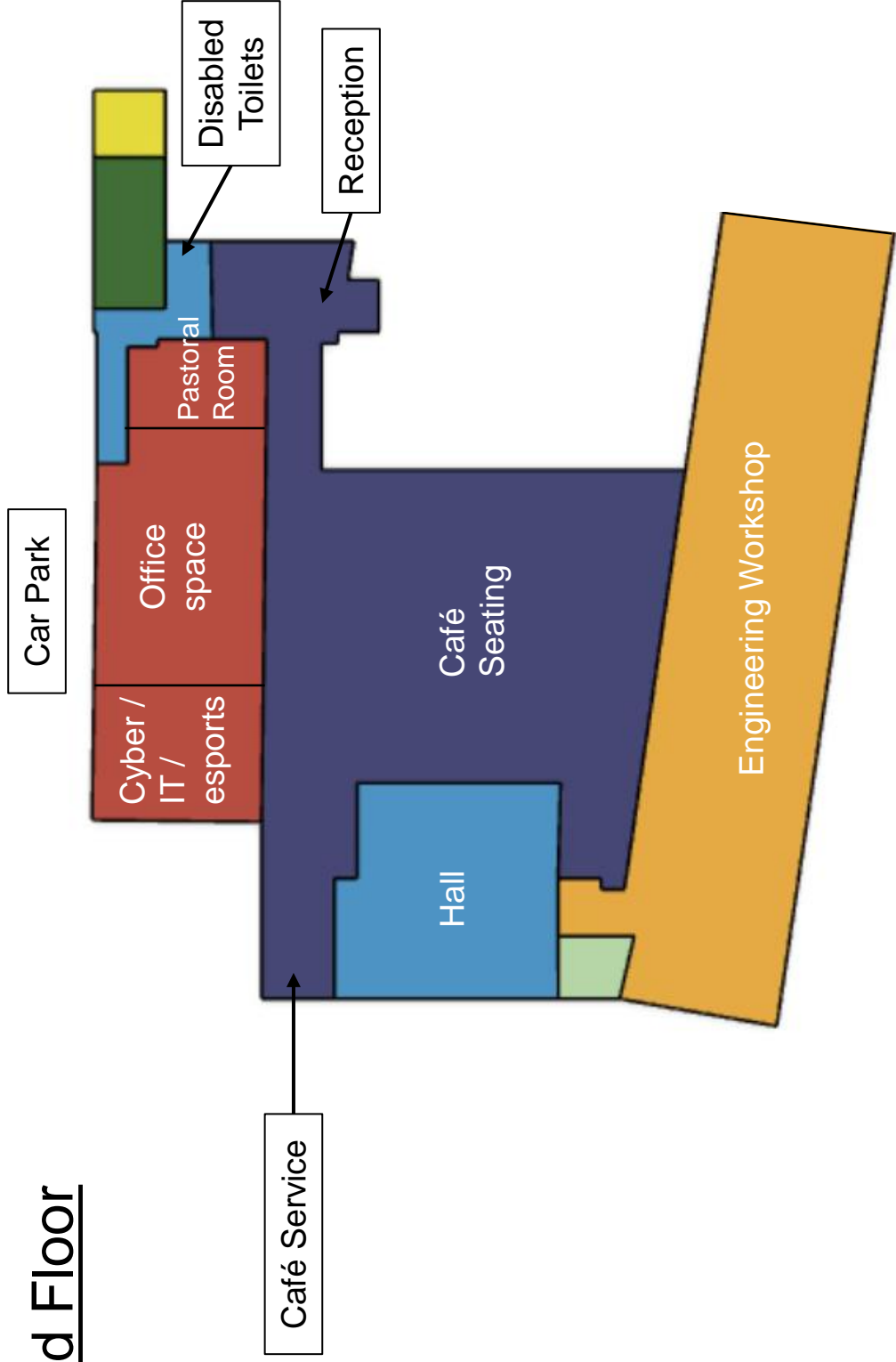
Is there a way to meet other students/parents?

We have a Facebook group for parents and carers to help people make contact and get to know each other. You can join this group here: [UTC Swindon Parents](#). This is a closed group and only open by invitation or by acceptance of an offer. Please note students are not permitted to join the group.

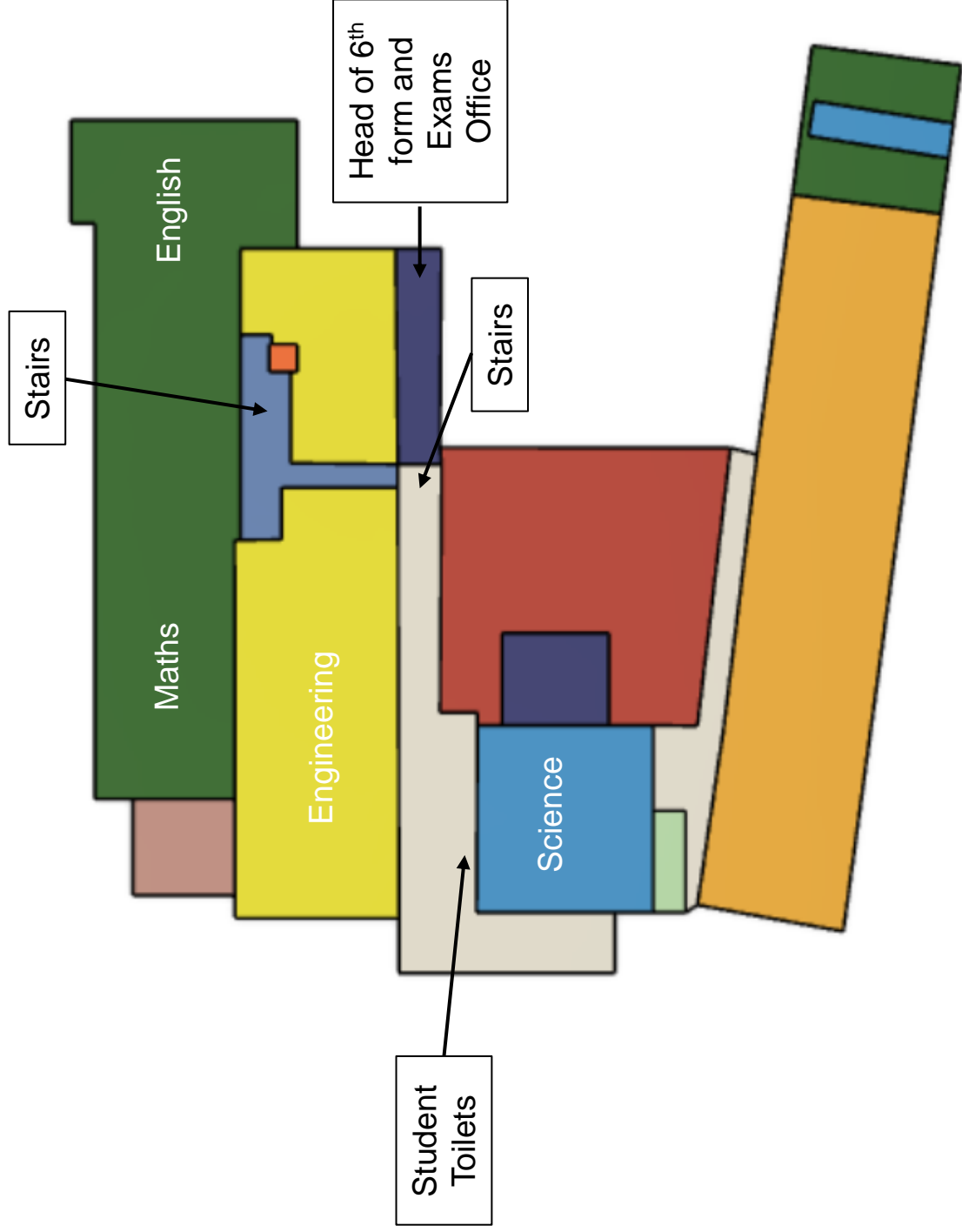
We will encourage student interaction in the first week and during tutor time and will ensure that students are encouraged and supported to form positive friendships

UTC Swindon Map

Ground Floor



First Floor



UTC Swindon Policies and Agreements

As part of your application to join us in September you were asked to read and agree to a number of school policies. Copies of these policies can be found over the next few pages:

[Home UTC Swindon Agreement](#)

[Acceptable Use and E-Safety Policy User Agreement](#)

[Penalty Notices for Term-time Holidays](#)

Educational Excursions:

From time to time your student will be given the opportunity to participate in local excursions. Since it would be impractical to seek consent in writing each and every time this was also requested at the point of application.

Digital Images:

From time to time students may be involved in activities which are photographed or filmed which are of general public interest or provide information to be used by UTC Swindon or third Parties. Permission to use these images for use in promotional material such as brochures, leaflets and display boards as well as on the UTC Swindon website was requested at application.

Home UTC Swindon Agreement

A strong three-way partnership is the foundation for the success of every student, to enable them to get the very most they can from their time at school, to learn and develop both academically and personally, to experience extra-curricular activities and to be ready for their steps, be that further study or work.

Our partnership agreement is a statement explaining our vision, values and the attributes we strive to develop in all our students, our responsibilities towards our students and what we expect of our students and their parents*. We would like every student and parent to accept this agreement prior to joining our school to indicate that they understand and accept the contents and commit to doing their best to meet it.

Our vision and values

We are a proud part of Activate Learning Education Trust, and as such our school is committed to the Trust's vision of Transforming Lives Through Learning by igniting confidence, expanding opportunities, energising the community, and generating prosperity. Through our Learning Philosophy and core values of empowerment, enterprise, connectedness, and transformation, we provide our students and staff with a safe and supportive environment in which to thrive.

Our Partnership Agreement

As a school, we aim to:

- Provide an inclusive, safe, fair and supportive environment where our ambitious and well-planned curriculum is delivered through high quality teaching and our students are challenged to achieve their personal best.
- Communicate quickly and effectively with parents about academic progress, achievements, opportunities and sanctions and, where concerns are raised by parents, acknowledging these quickly and seeking a resolution as soon as is possible.
- Care for our students' safety and wellbeing and promote their happiness, providing support and guidance for parents where appropriate.
- Provide a wide range of subjects, enrichment opportunities and personal development, with guidance to enable all students to fulfil their potential, make informed choices about each stage of their learning and develop the skills and attributes they need in adult life.
- Always behave in line with our attributes of Professional, Aware, Resilient, Enterprising and Confident.

As a student, I will:

- Make every effort to attend every day, on time for every lesson, and with the correct equipment.
- Present myself according to the school dress code.
- Work hard in all lessons, completing classwork and any extended learning as well as I can and revising effectively for assessments so that my teachers can help me if I am falling behind.
- Adhere to the school rules and behaviour protocols (which you can find on our policies page [here](#)), treating others and the environment with politeness and respect, and working to develop and demonstrate our attributes of Professional, Aware, Resilient, Enterprising and Confident.

Home UTC Swindon Agreement Continued

- Do my best to engage with the enrichment opportunities available to me at school.
- Outside school, not bring the school into disrepute in the community, including via social media.

As a parent, I agree to take an active interest in my child's education, to encourage them to do their best and to support the school, its rules, its systems and expectations. In particular, this will include:

- Support for the school's attendance policy which can be found [here](#) and dress code, details of which can be found [here](#). This includes making every effort to ensure your student attends every day, on time, dressed appropriately and with the equipment they need, informing us by 8.15am on each day of any absence.
- Support with work at home, such as revision, and providing a suitable place to study at home. This includes monitoring the parent portal (learn more [here](#)) where you can view information about your student's attendance and progress.
- Informing the school of any welfare, medical issues or concerns that may affect my student's learning or behaviour so that the school can offer its full support.
- Attend progress consultation evenings and any other informal discussions about progress.
- Encourage and support my student to engage with the enrichment opportunities offered by school.
- Raising concerns with the school quickly and directly (see more information on our website [here](#) about who to contact) so that we can resolve them as soon as possible.
- Support the school in the wider community, showing fairness at all times including on social media.

Additional resources and information to support parents:

- Our guide to supporting your child's learning, and you can also find detailed information on our curriculum [here](#), on the specific year group pages of our website [here](#) and [here](#).
- Who to contact in school, and what to expect which you can find [here](#).
- What to do if you think your child may have SEND, and what to expect from us which you can find [here](#).
- Details of our Trust-wide Speak Up Speak Out programme, which helps everyone in our school community stay safe, respected and heard. You can read more about this [here](#).
- Where to find support in the local area for general parenting support ([here](#) and [here](#)),
- Our anti-bullying approach which you can read about in our anti-bullying policy on our policy and procedures page [here](#).

*For the context of this agreement, we use 'parents' to include all those with legal guardianship.....

Acceptable Use and E-Safety Policy User Agreement

Introduction

At UTC Swindon, use of IT equipment and the internet plays a key role in learning and students will use the internet daily. UTC Swindon aims to provide access latest technology to allow students to get the maximum benefit from these resources. However, access to IT technology is a privilege and must be used responsibly. This document governs your use of the UTC's IT equipment and wireless services and applies while you are using any IT resources that is made available to you.

UTC Swindon will ensure that its systems are up-to-date and secure with the latest anti-malware software. The UTC will make sure all personal data is stored securely, in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR). The UTC will make sure procedures are in place to maximise the learning benefit and minimise the risks associated with using IT resources.

Expectations

- UTC Swindon expects students to use IT resources for learning purposes only in a responsible manner.
- You will be provided with an individual user account. This account can be used to access UTC Swindon owned devices (including desktop, laptops and Chromebooks) and cloud services. You **must** choose a secure password. You **must not** share your password with anyone. You are responsible for keeping your password secure.
- You **must not** allow anyone else to use your account or attempt to access the account of someone else.
- You are accountable for your use of IT equipment, internet or cloud services.
- You must not use IT equipment, internet or cloud services such as email to:
 - Send or receive any material that is abusive, discriminatory, obscene, defamatory or that is intended to annoy or intimidate another person.
 - For illegal purposes (including attempting to gain access to systems without authorisation, known as 'hacking'.)
 - Download content that infringes the copyright of others, including (but not limited to) music and films.

Acceptable Use and E-Safety Policy

User Agreement Continued:

- Violate the privacy of others.
- Access materials or resources not related to your studies at the UTC.
- Bring the UTC into disrepute.
- You **must** respect trademarks and copyright and acknowledge the sources of any information you reference in any of your assignments (plagiarism is taken very seriously).
- You **must** not attempt to download/run/install any application (including scripts) on to UTC-owned equipment without prior authorisation from the IT department.
- You **must** treat all UTC equipment with respect at all times. You may be charged for any damage that results from misuse.
- You **must** not share any confidential or privileged information without permission.
- You **must** report any faults, incidents that take place with any IT resource or if you think your account has been compromised to the IT department or reception.
- You **must** not take any photographs, videos or voice recordings without prior permission.
- You **must** log-out of any shared computer when you have finished your session.
- Any breaches of this policy **must** be reported to the IT department or reception.

E-Safety

Students should exercise caution when using the internet. The following is general guidance about how to stay safe online. It is not exhaustive, but should be adhered to at all times:

- Don't post any personal information online about yourself or anyone else.
- Think before you send any messages and respect other people's views
- Keep privacy settings set to maximum.
- Don't share your password with anyone and be aware of phishing scams.
- Consider before sending and receiving and photos of yourself and others.
- Don't respond, click on any links or open any attachments on unsolicited emails.
- Keep your personal devices up-to-date and install appropriate anti-virus software.
- Use public Wi-Fi with caution.

Acceptable Use and E-Safety Policy

User Agreement Continued:

- Remember not everyone on-line is who they say they are.

If you ever feel that something you have seen online makes you uncomfortable, talk to a trusted adult or use the 'Report Abuse' button on some websites. All UTC staff are trained in student protection and can offer advice on where to seek help.

Filtering and Monitoring

UTC Swindon uses a filtering system to block access to content deemed in breach of this acceptable use policy. The level of websites filtered depends on your year group. Like any filtering system, it isn't perfect, and you should still browse the internet with caution. All breach events are logged.

Your access to any IT resources made available to you, including cloud services such as email is monitored regularly to detect safeguarding concerns, misuse and to enforce this policy. In addition, UTC-owned devices have an additional monitoring system which works outside the UTC, including web history, screen capture and keyword detection. Monitoring reports can only be accessed by the IT department, Designated Safeguarding Lead, and the Principal. (See also BYOD section)

The UTC has filtering and monitoring systems in place. You must not attempt to bypass any technical restriction including monitoring or filtering. Doing so is in breach of this policy.

Acceptable Use and E-Safety Policy

User Agreement Continued:

Breaches of this Policy

Should a breach of this policy come to the UTC's attention, we reserve the right to apply any of the following sanctions, either temporarily or indefinitely depending on the severity of the breach and whether it is the first time a breach has occurred. We may also, at our discretion, use any of the following actions as a preventative measure:

- Formal warning.
- Removal of offending material.
- Adding the Student to the 'restricted list' blocking access to all but a few core websites.
- Total internet ban.
- Removal of any individual IT privilege (e.g. Printing or wifi access)
- Total IT access ban, including confiscation of any UTC-owned or personal device.
- Other sanctions in accordance with the Behaviour for Learning Policy.
- In the most serious of breaches, external agencies including the Police may be involved.

PENALTY NOTICES FOR TERM-TIME HOLIDAYS

UTC Swindon is committed to ensuring that your student receives the best possible education to best prepare them for the next stage of their life. Each school day is carefully planned, and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your student is a valued member of our school community and every day missed is a day lost without them.

It is the policy of this school not to authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is rare and can only be granted by me in my capacity as Executive Principal. Any such request should be addressed to me in writing before the holiday is taken and you should not assume that permission will be granted.

If a term-time holiday is taken without permission, the absence will be recorded as unauthorised and a referral may be made to the County Attendance Team. This may result in the issue of an Education Penalty Notice under section 444A Education Act 1996 in respect of each absent child, to each parent/carer.

Penalty notices are intended as an alternative to prosecution. If the penalty is not paid in full within 28 days, the usual consequence is a Magistrates' Court prosecution for the underlying section 444(1) Education Act 1996 offence of failure to secure regular school attendance. If further instances of unauthorised absence occur despite a penalty notice having previously been issued, or if the child's attendance is a wider matter of concern, the local authority may consider prosecution in any event.

Yours sincerely



Hollie Taylor
Headteacher

Keep updated



To keep up to date on our latest news and events, please follow our social media accounts!



[instagram.com/utcswindon/](https://www.instagram.com/utcswindon/)



[facebook.com/UTCSwindon](https://www.facebook.com/UTCSwindon)



[twitter.com/utcswindon](https://www.twitter.com/utcswindon)