

# UTC Handbook 2023-2024



## Principal's Welcome

I am very proud to be the Principal of North East Futures UTC since its opening in September 2018. Our goal is to help 14-19 year olds from across the North East be ready for the world of work in our specialist areas of Healthcare Science and Digital Technology.

### Attendance

At the UTC we expect students to be in every day for a 9:00 start and to aim for excellent attendance up to 100%. We have students from Year 10 to Year 13 which are incredibly important years in young people's education and we know that when attendance drops, outcomes drop.

Students with 90% or lower attendance are 'persistently absent' and we know this causes damage to students GCSE results and limits their choices after the UTC.

Parents and Carers are responsible for ensuring their child receives a fit for purpose education and ensuring their child attends regularly. Parents and Carers have made a positive choice for their child to join the UTC for a fresh start, better education and supporting your child in achieving a fantastic career – all of which starts with excellent attendance.

I recognise that students often face barriers to attending regularly such as with mental health and disruption to transport. We will help and support families overcome these barriers, for example by offering in-house counselling or making a referral to an external service such as Children and Young People's Services or Early Help. We expect students to attend whilst they receive the support they need. Please contact the UTC if there are issues with transport and we will support in finding an alternative means to getting to the UTC that day.

However, to be clear and transparent, we will challenge parents where we feel a student's absence is unauthorised. We have a strong attendance team who monitor every day the attendance of all students and I will only authorise absences where it is unavoidable because I know the impact that absence has on a student's education.

Where an absence is not authorised by myself we will take action to challenge families such as referring the unauthorised absence to the Local Authority for legal monitoring which can result in a fine or court action

Excellent Attendance can be achieved by all students when the UTC and families work together.



## Code of Conduct

### Students must:

- Have **excellent attendance** up to 100%
- **Attend all lessons** and activities on time and **arrive at the UTC before 9:00**
- Always dress as per the smart **Dress Code**
- **Safely use technology** as per the Acceptable Use Agreement
- **Meet deadlines** and **complete independent work** as requested
- Speak to others and conduct themselves in a **professional manner**
- Be **an positive ambassador** when representing the UTC on and offsite
- Never bring vapes, alcohol, cigarettes, drugs or illegal substances on site and never attend the UTC under the influence.
- Never bring blades, firearms or any other items that could be used as a weapon on site
- Never engage in harassment, abuse of any kind, violence or bullying of any type

## Student Dress Code

We expect all students to dress in smart dress in all lessons

Acceptable/Required	Not Acceptable
<ul style="list-style-type: none"> <li>• Smart Plain Top including cardigan, blazer, blouse, shirts, polo shirts, tops or UTC Hoodie</li> <li>• Smart plain trousers, dress or skirt of a professional length</li> <li>• Smart Shoes</li> <li>• UTC Lanyard (<i>provided by UTC</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• T-Shirts</li> <li>• Large brands or logos</li> <li>• Coats or outdoor jackets</li> <li>• Non-UTC Hoodies</li> <li>• Sports leggings</li> <li>• Long or sharp nails</li> <li>• Jeans</li> <li>• Trainers/skate shoes</li> </ul>
<p>On <b>Health and Fitness day</b> students should wear Sportswear all day – jogging bottoms/ shorts/leggings, trainers and a UTC Hoodie.</p>	

In the **Science Lab** students are expected to wear lab coat\*, goggles\*, tie back long hair, wear appropriate footwear and remove loose Jewellery.

*\*Provided by the UTC*

Students who do not follow the dress code expectations will be given a consequence as per the behaviour guidelines of the UTC.

*A hardship fund is available where parents/carers are struggling with affordability – please contact the UTC for further advice.*

## Key Dates

Students do not attend UTC for In Service Training (INSET) days:

<b>Month</b>	<b>Date/s</b>	<b>Details of Events</b>
<b>Sep</b>	4th 5th 6th 7th 8th 11th	INSET INSET Student and Parent/Carer Meetings Student Induction Student Induction First day of timetabled lessons
<b>Oct</b>	4th 27th October w/c 30th	Y11 Macbeth @ Northern Stage (afternoon) INSET Half Term Holiday
<b>Nov</b>	w/c 27th	Y11 and Y13 Mock Week Y10 and Y12 Summative Assessment
<b>Dec</b>	w/c 4th 15 <sup>th</sup> 19th 21st w/c 25th	Y10 and Y12 Summative Assessment Week 6F Parents Evening – Teams Reports Released Y11/Y13 Reports Released Y10/Y12 Christmas Holidays
<b>Jan</b>	w/c 1st 8th 16th	Christmas Holidays INSET Y11 Parents Evening
<b>Feb</b>	w/c 19th	Half Term Holiday
<b>Mar</b>	w/c 4th w/c 18th 21st	Y11 and Y13 Mock Week Y10 and Y12 Summative Assessment Week Reports Released Y11/Y13
<b>Apr</b>	w/c 1st w/c 8th 15th 18th 23rd	Easter Holidays Easter Holidays INSET Reports Released Y10/Y12 Y10 Parents Evening
<b>May</b>	7th w/c 13 <sup>th</sup> w/c 27th	Y12 Parents Evening Summer Exam Series (Y11/Y13) likely to begin. Half Term Holiday
<b>July</b>	w/c 1st w/c 8 <sup>th</sup> 15th	Y10 and Y12 Mock Week Work Experience Y10/Y12 Activities Week

Thank you for making the positive choice to enrol your child at the UTC. I wish all students a positive, engaging, challenging and rewarding year with us at North East Future UTC.

*Dan Sydes - Principal*

## Quality of Education

### What is the equipment my child needs?

All students are expected to come to lessons properly equipped. Students will require a black pen, a green pen, a pencil, and a ruler for all lessons. It would be beneficial for students to bring their own scientific calculator every day; mathematics is a core element of our curriculum.

### What subjects will my child do?

Students in Key Stage 4 follow a core curriculum:

- GCSE English Language
- GCSE English Literature
- GCSE Mathematics
- GCSEs in Biology, Physics and Chemistry **OR** GCSE Combined Science
- Personal Development (PD)
- Faiths and Cultures
- Option Subject: GCSE Art, GCSE Geography, GCSE History or Level 1/Level 2 Cambridge National in Enterprise and Marketing

Students also choose a specialist subject route in Year 10: Health Science or Digital Technology.

#### Health Science

Students will study either GCSE Psychology or Cambridge National in Sports Science.

#### Digital Technology

Students will study either GCSE Computer Science or Cambridge National in IT.

All students will take part in Health and Fitness each week and Enrichment.

We have a wide array of choices available for Enrichment: Medical Society, eSports, Gardening, Tabletop Gaming and many more. Further information is available in the Personal Development section of this handbook.

#### Example Timetable

		Monday	Tuesday	Wednesday	Thursday	Friday
Tutor	09:00	<b>TUTOR TIME</b>				
Period 1	09:20	Specialism	Physics	Personal Development	English	Faiths and Cultures
Period 2	10:10	English	Specialism	Chemistry	Biology	English
Break	11:00	<b>MORNING BREAK</b>				
Period 3	11:20	Maths	English	Specialism	Chemistry	Biology
Period 4	12:10	Option Subject	Option Subject	Maths	Specialism	Maths
Lunch	13:00	<b>LUNCH BREAK</b>				
Period 5	13:30	Option Subject	Biology	English	Physics	Specialism
Period 6	14:20	Physics	Chemistry	Health and Fitness	Maths	Enrichment

Students are welcome to use the Learning Resource Centre before and after school to support their independent learning.

### How will my child be assessed?

Our curriculum is designed to ensure our students are ready for the world of work and our intent is to develop our students' academic, technical, and work-ready skills and fast-track them into successful careers in those sectors.

Assessment is the process by which we understand what our students know and can do. The assessment system is integrated into the delivery of our curriculum. Our assessments aim to promote, support, and monitor learning and inform teaching, curriculum design and ensure students have the academic and technical skills required for the Health Science and Digital Science sectors.

Students are assessed in 3 ways: responsive assessment which occurs every lesson, formative assessment which occurs after a sequence of lessons and informs the next step, and summative assessment which occurs each term, taking the form of an exam in each subject covering all material taught up to that point.

### What information will I receive and when on progress?

Each term, students will receive a working at grade, a predicted grade and effort grades reporting on students' work ethic, professionalism, organisation, and independence.

### How will you help my child if they fall behind?

Students are supported in class; assessment identifies any support they may need. Interventions will be put into place should your child require more intensive support.

### How will my child study outside of lessons?

Students are expected to complete independent learning outside of class time to consolidate and deepen their learning in preparation for their summative assessments. Teachers will set 30-60 minutes per week of independent learning in Key Stage 4. This will be a mixture of online platforms and other styles of independent work.

*Jo Harrison*

*Assistant Principal Quality of Education*

## Careers Education

We strive to deliver the best careers education to every one of our students. To make a positive first impression in the world of work, our students' insight, understanding and experience are just as important as the qualifications they achieve with us.

From the moment a student joins North East Futures UTC, they take part in our bespoke Careers and Employer Engagement Programme. Designed with the personal development of our students in mind, the programme ensures they feel confident enough to make well-informed decisions about their next steps and are ready to achieve their career goals. The programme adds value to our academic curriculum delivery by offering:

- Career Talk Series
- Industry Mentor Programme
- Employer Led Projects
- Work Experience
- College, 6th Form and University visits and taster sessions
- Careers and Apprenticeship Fairs
- Careers Personal Development
- Interview practice
- 1-2-1 Careers interviews
- Employer visits
- Careers in the Curriculum – employer guest workshops, projects and visits



Our Employer Led Programmes take into consideration everything a student will need before entering the world of work including how to write an application letter and effective interview techniques. These programmes are vital to help young people raise their aspirations. They give them the opportunity to work directly with employers to gain an insight into these industries.

We help students develop their employability skills such as leadership, team working, communication, resilience and problem solving. It also broadens their knowledge of the range of careers available and how to identify pathways to achieve their desired destination.

The UTC's Employer Led Programmes consist of 4 key areas:

**Industry Mentoring** - Our students receive regular mentoring from an industry professional linked to their career aspirations. Half termly mentoring helps students gain real insight into the world of work. Practical advice is given about employer expectations, first impressions and interview techniques, as well as CV and personal statement writing. Our mentors bring valuable ideas, as well as help to build self-esteem and confidence to our students.

**Project Based learning** - During an employer led project, our students are presented with a real life industry problem by one of our employer partners and are tasked with coming up with a solution. This gives our students a hands-on approach to learning and skills application. Our partners offer on-the-ground support with the projects, giving guidance, ensuring our students are engaged and working towards a viable solution to the issue in hand. Projects have been provided by the NHS, AHSN, Ubisoft, Sage, Enigma Interactive and many more business partners who want to support the young people at the UTC.

**Career Talk Series** - Students at North East Futures UTC are able to gain a genuine understanding of specific roles, sectors and employers from our regular career talks. Experienced professionals provide our students with information on their background and career pathways, giving them a personal insight into a particular industry and the different directions their careers could take.

**Work Experience** - Our Work Experience Programme is just one of the ways our students develop their skills and utilise the industrial nature that is embedded within North East Futures UTC. In Year 10 and in Year 12, students apply for a placement in an environment that suits their career interests. This opportunity offers them a great insight into what life is like within a certain career and gives our students an incomparable experience of the world of work.

## Acceptable Use Agreement

### Students must:

- Only use their official UTC email address to communicate with stakeholders regarding UTC matters
- Always use professional language in emails and online communications
- Keep mobile phones and headphones out of sight and on silent in class
- Use Social Media safely
- Report any unsafe behaviour, e.g. unsafe use of social media, sharing of indecent images or vandalism to a member of UTC staff asap
- Never target anyone online. This includes:
  - Never posting personal comments about someone else
  - Never share 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.**

## 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.

## 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

All UTC staff are safeguarding trained – parents and students can report any child protection or safeguarding concerns to a trusted adult.

Contacts		
Role	Name	Contact details
Designated Safeguarding Lead	<b>Steve Goad</b>	<a href="mailto:steve.goad@tynecoast.academy">steve.goad@tynecoast.academy</a> 0191 917 9888
Deputy Designated Safeguarding Lead	<b>Dan Sydes</b>	<a href="mailto:dan.sydes@nef.tynecoast.academy">dan.sydes@nef.tynecoast.academy</a> 0191 917 9888
Nominated Local Governor for and safeguarding and child protection	<b>Derek Marshall</b>	<a href="mailto:derek.marshall@nef.tynecoast.academy">derek.marshall@nef.tynecoast.academy</a>
Children’s Social Care – for reporting concerns – Single Point of Contact	<b>Normal Hours</b>	<a href="mailto:IRSADMIN@newcastle.gov.uk">IRSADMIN@newcastle.gov.uk</a>   0191 277 2500
	<b>Out of Hours</b>	<a href="mailto:edt@newcastle.gov.uk">edt@newcastle.gov.uk</a>   0191 278 78 78
16+ care	<b>Normal hours</b>	0191 278 2700
Children with Disabilities	<b>Normal hours</b>	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.**