Wednesday, 16 September 2020

Dear Post 16 students

Firstly, I would like to say that we are absolutely delighted with the attitude and commitment you have shown in your start at Doncaster UTC. Secondly, whilst we are aware there have been some timetable issues because of our DC6th form collaboration, we are pleased to confirm that these have been addressed on an individual basis and adjustments have been made. We would like to say a big thank you to those students who have been patient whilst we have been sorting any unforeseen anomalies with the timetables.

**Arrival at NCATI and signing in / out process**

As a reminder Post 16 students should arrive at the gate at the side of the NCATI building and on entrance and exit at any point in the day should use the signing in and out sheets to confirm that they are on or off site for safeguarding and fire safety procedures. ID cards and lanyards have been issued to students and these should be worn at all times whilst in the building.

Those arriving by car will be directed to drop off safely in the front carpark before the barrier.

Students arriving by bike should do so wearing the appropriate safety wear but especially a helmet. Bike racks are at the front of the building and they will require a bike lock to secure them safely. **No** **students should enter through the front of the NCATI building.**

**Minibuses and Hall Cross**

Whilst we are in our temporary accommodation there are minibuses that have been organised to transfer students between Hall Cross School and NCATI to support access to A’ Level courses. There are minibuses running at the following times:

11.00 am leaving Hall Cross to NCATI, Monday – Friday

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1.10pm leaving Hall Cross to NCATI – an additional service on Wednesdays only

**Dress code**

Our Post 16 dress code reflects the high expectations of the school and is based on the dress codes of our Employer Sponsors. All Post 16 students:

* are role models for the younger students in the school and have a responsibility to model appropriate dress and appearance.
* are representatives of Doncaster UTC and our University and Employer Sponsors. Their dress and appearance must, therefore, project a positive and professional image at all times. Our dress code considers the broad range of activities that Post 16 students engage in during the working day.

General Principles:

* Clothing must be professional or smart-casual attire
* Clothing should be clean and in a good state of repair
* Hair should be neat and tidy. No extreme hairstyles/unnatural colours are allowed
* Visible tattoos are discouraged and must be discreet and inoffensive
* Unless otherwise stipulated for health and safety reasons (e.g. in workshops), jewellery may be worn, including a single nose stud. Other facial piercings should be removed
* Nail varnish and acrylic nails are allowed, but nails must be kept to a reasonable length for health and safety reasons

The following attire is acceptable:

* Shirts
* Smart polo shirts
* Smart Casual t-shirts
* Blouses/smart tops. Necklines should not reveal cleavage. Sleeveless blouses/tops are allowed but straps must be at least 5 cm wide. No ‘strappy’ or strapless tops. Cropped-tops are not permitted
* Smart dresses. Dresses should be no shorter than 4 inches above the knee. Necklines should not reveal cleavage. Sleeveless dresses are allowed but straps must be at least 5 cm wide. No ‘strappy’ or strapless dresses
* Smart skirts. Skirts should be no shorter than 2 inches above knee
* Smart, tailored full-length or ¾ length trousers, work-wear trousers or chinos
* Smart denim jeans. Ripped or distressed denim jeans are not permitted. Tracksuit or jogging bottoms are not permitted
* Smart, tailored shorts in summer. No denim or sports shorts
* Smart shoes/sandals. Smart trainers are permitted. No flip flops
* Ties may be worn but are not compulsory.

The Principal has the final say on whether clothing and appearance is appropriate. If a Post 16 student’s clothing or appearance is not deemed appropriate, the Principal, SLT or Head/s of Post 16 will speak to the student concerned and ensure the situation is rectified.

**The start of the school day**

There is a registration time of 8.40 for Post 16 students. However, if students do not have lessons until later in the day then they do not have to attend registration. They should, however, still enter and sign in as usual on their arrival.

**Equipment and resources**

Y12 students are expected to bring their own basic equipment, such as pens, pencils and rulers, as preparation for lessons and independent learning and, for each subject, students should purchase a folder to keep any paperwork and notes. However, bespoke equipment for technical subjects, such as digital cameras, will be provided for use by the UTC.

**Provision of iPads**

iPads for Y12 to loan have been delivered and they are currently being configured to our network and the Apple licence. We anticipate that these will be ready very soon and we will keep students updated. The iPads will be secured by an insurance and loan fee costing £25.

**Safety measures around the NCATI building**

You are also in a ‘year group bubble’, meaning you will not come into contact with our Y9 students. You have exclusive access to the ground floor and to the side garden area at break, and you are encouraged to leave the site at lunchtime. The public areas you are using, such as the toilets and learning spaces, will be cleaned frequently. There is a free area in Room 7 for you to work independently.

**Student hand and respiratory hygiene**

Students will be required to sanitise their hands-on entry to each classroom and on entry to the building after break and lunchtime. They will be encouraged to wash hands for a minimum of 20 seconds when using their year group toilets. Tissues will be in every classroom and they will be encouraged to follow the ‘catch it, kill it, bin it’ approach.

**Behaviour expectations**

The expectations of our students will always be extremely high as we strive for them to be the best version of themselves that they can be. Behaviour that disrupts learning or puts others at risk e.g. spitting, will not be tolerated.

**Mobile phones**

Students may bring mobile phones to the UTC. These must be switched off and placed in their bags for the duration of the school day inside the building. They are permitted to use them outside at break and lunch but will be encouraged to keep them securely in their bags. However, we are aware that for some Y12 lessons they may be required as part of teaching and learning of the specialist technical subjects and this is at the instruction of the teacher.

**Use of Face Masks**

Students will not be permitted to use face masks in classrooms or outdoor spaces. We will be encouraging face masks to be used in busy corridors, as per the latest government guidelines. This will be positively encouraged and those staff and students wishing to do so will have our full support. Staff members who are classed as vulnerable may also wear masks when in busy areas and students are expected to also be respectful of this.

**Absence procedures and lateness**

If students are absent from school, please call 07851 577783 by 9am on each day of absence giving details of the absence. Teaching staff can then be informed and work can be emailed home. If students have Covid related symptoms they should remain at home and follow the latest government guidelines. If a student is late, please also contact the reception so that the side gate can be opened.

Should there be any further information you require please do not hesitate to contact me.

Yours sincerely,

Miss Victoria Allen

KS5 Curriculum Lead