

Monday 25<sup>th</sup> January 2021

Dear Parents / Careers,

First of all, I would like to thank all parents for their continued support of the e-learning that Doncaster UTC provides to its students. There is no question that there have been difficulties, and I am sure there will be more in the future. Together, we will challenge these difficulties and create the best online learning experience possible.

Let me take this opportunity to remind parents that Friday, February 12, 2021 is an INSET day. No lessons will be taught, and students should take advantage and take the opportunity to rest.

The results of the most recent e-learning survey that was sent out via email were very positive, but parents were clear that student feedback could be improved.

I want to draw your attention to the following ways in which teachers provide feedback to students:

- Question and answer sessions during lessons
- Chat feedback
- Assignment submission and feedback
- Plenary's as part of the lesson structure
- Maths specifically carry out their regular 'Check 20'


With student feedback in mind, we have decided to hold a 'Masterclass and Assessment Week'. This will commence on Thursday, February 4, 2021 - Thursday, February 11, 2021. This means that all classes are suspended during this period.

Masterclasses will provide an opportunity to recap the online learning that has taken place, ensuring time is available for students to consolidate their learning, and where lessons have been missed, an opportunity for students to catch up. Links to all masterclasses will be provided to students beforehand and **all students are expected to attend**. After the masterclasses, there will be a short break followed by an assessment, which will vary in length depending on the subject. Teachers will be able to score the assessment and provide detailed feedback.

### What should parents look out for?

Students will be given feedback through PIN marking:

**Praise** - where students did exceptionally well.



Doncaster UTC  
College Road  
Doncaster DN1 3BF

T 01302 976 515  
E [info@doncasterutc.co.uk](mailto:info@doncasterutc.co.uk)  
[www.doncasterutc.co.uk](http://www.doncasterutc.co.uk)

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**Improvement** - areas that students should focus on to improve their learning.

**Next steps** - targeted tasks to re-evaluate student understanding.

**Save the Date** - Monday, February 1, 2020 from 5:30 p.m. to 6:00 p.m. I will be holding a question-and-answer session for parents online to clarify the process.

Once assessments have been marked, teachers will carry out a question-by-question analysis so that lesson plans can be adjusted to address any knowledge gaps that have been identified across the student population.

On Tuesday, February 9, 2021, the UTC will be open for vaccinations (details have already been provided). The employer's project materials will be made available to students on this day, but students should also take the opportunity to revise for the medium-term assessments.

Attendance to lessons is strong and we have seen and received lots of quality work, this expectation has not changed, and I would therefore like to draw to your attention the .2021

	Thursday 4th Feb	Friday 5th Feb	Monday 8th Feb	Tuesday 9th Feb	Wednesday 10th Feb	Thursday 11th Feb	Friday 12th Feb
Year 9 8.55-11.45	English	Science (1.10 finish)	Maths	Vaccinations	Engineering Design	Engineering Systems and Control	Inset Day
Year 9 12.45- 3.30	Geography		I Media		Computer Science	Graphics	
			Engineering manufacture		Business Studies	Citizenship	

### Assessment information and reminder

Students will have up to 2 sessions a day. We think it is important for them not to feel overloaded. During the session, they will have a masterclass, as mentioned above. This will be followed by an assessed piece of work that will be set in the assignments section within TEAMS. Once submitted, teachers will provide specific feedback on all submitted work, which students will receive in the first week after the half-session.

Where a student does not take a particular subject on the timetable, that 'free' time will be filled using that week's employer project. This will give them something practical to do away from the screen that we think they will enjoy as well. It can also be done on Tuesday, February 9 when the vaccinations take place around their scheduled slot.

### Attendance to online learning

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Attendance has been strong for online learning and we will strive to improve it until 100% of students join every lesson. We are aware that at times technology has been a barrier, and we will continue to support students and parents. If your child has specific issues joining lessons, please contact [remoteteaching@doncasterutc.co.uk](mailto:remoteteaching@doncasterutc.co.uk)  
<<mailto:remoteteaching@doncasterutc.co.uk>>.

If your child is not well, please continue to follow the attendance protocols and inform the UTC so they can be recorded as 'Ill', which means we are not sending unnecessary emails or text messages.

If students have not joined the live lessons within the first 10 minutes, they will be recorded as absent. We have implemented a three-phase action plan to address low attendance:

**Action 1: If your child is not in the live lesson during Period 1, a reminder email will be sent out.**

**Action 2: If your child is not present in the live lesson during Period 2, a text message will be sent.**

**Action 3: If your child is not present in the live lesson during Period 3, a phone call will be made.**

If students do not attend lessons frequently, the UTC will follow the attendance protocol and could issue a penalty notice. With good communication, it should be totally avoidable.

#### **Dress Code whilst attending the UTC.**

Students attending UTC now do not need to wear the school uniform until further notice. We are aware that the weather has been difficult, and I want students to be safe as they travel to and from UTC. As a result of opening the windows while students are at UTC, as per our COVID-19 risk assessment, I also want students to stay warm. Students should wear sensible clothing and the Principal will have the final decision on any clothing deemed inappropriate.

Yours faithfully,



Mr G Rawson  
Principal  
Doncaster UTC



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