

Parent Information 2024-25

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Aylesbury UTC, Oxford Road, Aylesbury,
Buckinghamshire, HP21 8PB
Principal: Joe Dunckley
W: aylesburyutc.co.uk **P:** 01296 388 688
E: reception@aylesburyutc.co.uk

1. Essential Information

Address

Aylesbury UTC

Oxford Road

Aylesbury

Buckinghamshire

HP21 8PB

Contact

Email: reception@aylesburyutc.co.uk

Telephone: 01296 388688

Website: www.aylesburyutc.co.uk

Senior Staff

Principal: Mr Joe Dunckley

Deputy Principal: Ms Sarah Wood

Associate Assistant Principal: Mr Tim Jenkins

2. Vision & Values

Our aim is to send all our young people into the world able and qualified to play their full part in it.



As well as high quality teaching and learning, this vision is underpinned by our focus on three key values:



All our work at Aylesbury UTC is led by our vision. Our ultimate aim is to support young people in developing these values whilst they are with us.

3. Term Dates 2024 – 2025

Term 1:

| | |
|-----------------------------------|-------------------------------|
| Tuesday 3rd September | Staff Training Day |
| Wednesday 4th September | Term begins for Years 10 & 12 |
| Thursday 5th September | Term begins for Years 11 & 13 |
| Wednesday 23rd October | Term ends |
| Thursday 24 th October | Staff Training Day |
| Friday 25 th October | Staff Training Day |
| October Holiday: | 28th October to 1st November |

Term 2:

| | |
|----------------------|-----------------------------------|
| Monday 4th November | Term begins |
| Friday 20th December | Term ends |
| Christmas Holiday: | 23rd December to 3rd January 2025 |

Term 3:

| | |
|----------------------|----------------------|
| Monday 6th January | Staff Training Day |
| Tuesday 7th January | Term begins |
| Friday 14th February | Term ends |
| February Holiday | 17th – 21st February |

Term 4:

| | |
|-----------------------|-----------------------|
| Monday 24th February | Staff Training Day |
| Tuesday 25th February | Term begins |
| Friday 4th April | Term ends |
| Easter Holiday: | 7th April -21st April |

Term 5:

| | |
|--------------------|---------------------|
| Tuesday 22nd April | Term begins |
| Monday 5th May | Bank Holiday |
| Friday 23rd May | Term ends |
| May Holiday: | 26th May – 30th May |

Term 6:

| | |
|---------------------|-------------|
| Monday 2nd June | Term begins |
| Wednesday 23rd July | Term ends |

4. Communication

Our aim is to communicate with families regularly in a variety of ways. Similarly, it helps a great deal if families can keep school staff informed of any factors that may affect students' time in school.

- Please inform us if there are any changes in your circumstances. For example: change of name, address, telephone number, email address. Note: It is extremely important that your emergency details are accurate.
- We also use EduLink as a communication tool between school and home, you will receive login and user guide to this at the beginning of the Academic Year.

Email

- Should you wish to contact a member of staff at school, you should email reception@aylesburyutc.co.uk in the first instance. Our reception staff can then respond or direct your query to the correct member of staff.
- We recommended that you save this new email address. Please be sure to check your spam or junk email regularly to avoid missing any emails from Aylesbury UTC.

Telephone

- To make contact via telephone, please use our main reception number: 01296 388688

Documents/Letters

- Our aim is to share any official documents or letters electronically, via email. Occasionally, there may be a need to send a physical document home, but this will be rare.

Website

- Our website can now be found at www.aylesburyutc.co.uk
- Please bookmark this as it contains useful information for parents and students.

Social Media

- We strongly encourage parents and students to follow us on social media, for news and notices. We are on Facebook, Twitter, Instagram and LinkedIn with the username **@AylesburyUTC** or **@Aylesbury.UTC**

Student Email & Microsoft Teams

- All students will be provided with an Office365 account. At times, teachers use Microsoft Teams or school email to reach students. For example, setting assignments, sharing resources, or providing feedback.
- If students are required to work from home for any significant length of time, it is likely that Microsoft Teams will be used for remote learning.

5. Medical Information

- Parents / Carers should make sure they have informed Aylesbury UTC staff of any medical conditions, allergies or medication using the registration form. Updates should be shared as and when there are any changes to these circumstances.

6. School Day & Punctuality

- Students should be in school by 8.35am each morning and in their form room by 8.40am.
- Our school day:

| | |
|---------|-------------------|
| 8.40am | Registration AM |
| 8.50am | Period 1 |
| 9.50am | Period 2 |
| 10.50am | Break |
| 11.10am | Period 3 |
| 12.10am | Period 4 |
| 13.10pm | Lunch |
| 13.50pm | Registration PM |
| 14.00pm | Period 5 |
| 15.00pm | End of school day |

7. Attendance, Absence and Holidays

- Our aim is to ensure that all students have an attendance of at least **96%** over the course of a school year. Evidence suggests that attendance is a key factor in successful and a positive experience of school. We ask that parents / carers do everything they can to send students to school every day they are required.
- We monitor student attendance closely and will be in touch with families to follow up if attendance is consistently lower than it should be or there are concerns about attendance.

- If a student is due to attend a planned appointment, please make us aware via Reception, so that a member of Senior Leadership Team can approve their absence.
- We also understand that occasionally a student will not be able to attend school due to an unplanned illness or event. Parents should email or ring the school Reception.

E: reception@aylesburyutc.co.uk

P: 01296 388688

- We do not give permission for students to take holidays during term time. Any absences of this nature will be recorded as unauthorised and followed up accordingly.
- We adhere to the [national guidance](#) and [Bucks County Council guidelines](#) regarding attendance. Any student who persistently fails to attend, is persistently late or has unauthorised absence will be reported to the County Attendance team. This can lead to attendance contracts or penalty notices being issued.

8. Safeguarding

- Above all else, our highest priority for students and staff at Aylesbury UTC is health, safety and welfare. We fully recognise our responsibilities for safeguarding and child protection. We regularly review safeguarding processes and continue to train staff regularly. Similarly, students are provided with key information, primarily through PSHE, registration activities, assemblies and notices.
- Our safeguarding and child protection, this policy is available [here](#) (all staff, governors and volunteers).

9. Closed Circuit Television (CCTV)

- We have a number of fixed and dome cameras. This decision was made to protect the building and equipment and to monitor activities in certain communal areas to identify inappropriate activity. We do not monitor students at all times – we only use footage if required. Images will be automatically destroyed, unless required by the police for evidential purposes.

10. ID Cards

- All staff and students are required to wear their ID card whilst at Aylesbury UTC. This measure ensures that we can keep all members of the school community safe. There will be a consequence for students who forget their ID card and a charge for those who need a replacement.

11. Professional Expectations

- A major focus at Aylesbury UTC is to create a professional atmosphere. This will support students in their preparations for next steps. We ask that students follow our professional expectations at all times:

PROFESSIONAL EXPECTATIONS




Thank you for...

| | |
|--|---|
| Time  | <ul style="list-style-type: none"> Being on time to school and to lessons Using lesson time for learning Using breaks for food, drink, filling bottles and visiting the toilet |
| People  | <ul style="list-style-type: none"> Being respectful towards others - verbal, physical, virtual Being polite to others - please, thank you, names Always using professional language Following instructions from adults |
| Lessons  | <ul style="list-style-type: none"> Staying seated, where you are asked to Bringing required equipment Carefully using equipment for its intended purpose only Focusing on your learning |
| Facilities  | <ul style="list-style-type: none"> Looking after the building and resources Using the bins for litter Only eating & drinking in designated areas |
| Personal  | <ul style="list-style-type: none"> Wearing clothes that fit our uniform policy Using a mobile phone/earphones only during breaks or when asked Eating/drinking appropriately - no gum, energy drinks or excessive sugar Using a water bottle Not using prohibited items or bringing them to school |

12. Mobile Devices

- Year 10 and Year 11 students will be required to switch off their mobile phones and keep them out of sight during the entirety of the school day.
- Phones will not be able to be used on the school site during break and lunch times.
- In case of emergencies, parents can contact the school office, and the message will be promptly relayed to the student.

13. Homework

- We aim for the highest quality teaching and learning in lessons. We hope that students will be able to achieve or exceed their target grades without the need for excessive additional work at home.
- At times staff may ask students to complete work in their own time.
- Staff may also provide students with opportunities to complete extension or enrichment tasks in their own time, which will be advisable rather than compulsory.
- For internal assignments on vocational courses, students who need to resubmit their work will need to focus on this in their own time rather than during lessons. We hope that this incentivises students to complete work to the highest possible standard at the first attempt.

14. ParentPay

- ParentPay is an online secure payment service. It is a convenient way for families to pay for school meals, trips, kit and more. ParentPay allows families to make payments whenever and wherever they like, safe in the knowledge that the technology used is secure.
- Parents will have a secure on-line account, activated using a unique username and password; you will be prompted to change these and to keep them safe and secure. If you have more than one child at the UTC or children at other ParentPay schools, you can create a single account login for all your children.
- Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away.
- You will receive your unique ParentPay Account activation letter after your son/daughter has started at Aylesbury UTC. For further information on ParentPay please visit www.parentpay.com.
- We are largely a 'cashless' school and require parents to create a ParentPay account in order to serve food at our Canteen.

15. Free School Meals & Pupil Premium

- In order for students to be receive Free School Meals, and application form needs to be completed. Information about eligibility for Free School Meals and the application form are available [here](#).

16. Uniform / Dress Code

- Year 10 and Year 11 Students will be required to wear the UTC Uniform, this includes, Embroidered Polo Top and either a pull over or zip up Embroidered Hoodie, detail of the uniform and where to buy this have been sent out to all parents and can be found here [Uniform](#).
- Sixth Form students will be required to wear smart, professional workwear.

17. PE Kit

- Students will be expected to purchase an Aylesbury UTC sports top and wear it for all PE lessons.

18. Progress Reports & Assessment

- One important way we support students is by focusing on their progress on qualifications. We set targets at the start of Year 10 / 12, assess students, monitor progress and report to parents / carers.
- In short, students and their families can expect to receive a termly report with information about academic progress and attitude to learning.

19. Parents' Evenings

- There will be two opportunities each year for parents to meet with teachers formally as part of a Parents' Evening. These will take place online - details about booking and running the appointments will be shared with parents beforehand.
- At any point in the year, parents are very welcome to get in touch with staff to discuss progress or any other issues. This should be done via email in the first instance, through reception@aylesburyutc.co.uk.

20. Curriculum

- The courses on offer at Aylesbury UTC are reviewed regularly to ensure that they: a) are worthwhile in their own right; b) lead to purposeful destinations; c) can be delivered to a high standard.
- Staff frequently engage in curriculum planning to ensure that students are given the best chance of success.
- Our long-term curriculum plans are available on the school website [here](#), updated by the end of September.

21. Relationships, Sex & Health Education

- We are required to teach elements of Relationships, Sex and Health. These topics feature as part of our PSHE curriculum, which is taught every Friday morning.
- Parents may request that their son or daughter is excused from receiving all or part of the sex education programme provided by the UTC. Students may not be withdrawn the sex education element of the National Curriculum which covers the biological aspects of human growth and reproduction as delivered in Science. If you have a request, please mark your letter for the attention of the Principal.

22. Special Educational Needs and Disabilities (SEND)

- We are passionate about supporting young people no matter how challenging they find education. We are not a 'special school' and are honest with applicants if we are not able to meet their needs.
- Once students are on roll, our SEND department and all staff focus on putting appropriate support in place for students who need it. Students are assessed at the start of their time with us and monitoring is put in place to assess the effectiveness of support measures. We deliberately work closely with students and their families to regularly review and adapt our strategies.
- It is essential that families send copies of formal documentation from CAMHS or Educational Psychologists to confirm diagnosis of ADHD, Dyslexia and Autism, or other formal diagnoses, so we can add this to the SEND Register. Families are also encouraged to contact their previous school and ask them to send over all SEND files to Aylesbury UTC, for the attention of Kathrine Pike.
- Families who wish to find out more information or who have questions about SEND should contact Sarah Wood, via the Reception email - reception@aylesburyutc.co.uk.

23. Employer Engagement

- We are very proud of the work we do with our employer partners and our sponsor University – Buckinghamshire New University. We collaborate with a huge range of organisations to ensure that students are able to relate learning to real industry settings.
- Students engage with employers and universities through:
 - Projects*
 - Workshops*
 - Guest Speakers*
 - Work Placements*
 - Mentoring Programme*
 - Industry / Site Visits*
- We aim to give students the best possible preparation for their future career and provide the local community with technically-skilled and able young people, particularly in shortage sectors.

24. Careers Support

- Aylesbury UTC is committed to providing high quality impartial careers education, information, advice and guidance support to all students.
- Our Careers Programme is built on both the Gatsby Benchmarks and the CDI Framework.
- Our Careers Lead, Jan Lloyd, is a qualified Level 6 Careers Development and Guidance Lead. Contact Jan by email: jlloyd@aylesburyutc.co.uk
- More information about our Careers Programme can be found [here](#).

25. Work Experience

- We would like all students to take part in work experience whilst they are at Aylesbury UTC. This is a vital part of our offer and we would encourage students to seek out and make the most of opportunities.
- Year 10 students will get the opportunity to complete 1 week of work experience in the Summer term.
- The procedures and forms for work experience will be shared by school staff when required. These are in line with Bucks County guidelines.
- Students or families should get in touch via Reception should they wish to take up a work experience opportunity.