

Introduction

You have chosen to come to SGS Berkeley Green UTC and we hope that you will enjoy your time with us. We are looking forward to helping you acquire the knowledge, skills, experience and personal qualities to succeed at whatever you choose to do next.

From the outset, it is important that you approach all aspects of life here at SGS Berkeley Green UTC with the right attitude and a commitment to do your best. We will have high expectations of you and, by signing this Learning Agreement, you agree to meet those expectations.

1. Programme of Study

Before entry to SGS Berkeley Green UTC, a Programme of Study (PoS) is agreed with each student during our initial discussions, meetings and induction activities. Our Programmes of Study are full-time and include your qualification studies (A Levels, BTECs and so on), GCSE re-sits in English and Maths for students without these qualifications, Tutor Time, PSHE/RE, Assemblies, Work Experience, Projects and other enrichment activities as determined by the Senior Leadership Team.

By signing this Learning Agreement, you are committing to maintaining a full-time Programme of Study and attending all timetabled activities. It is only with prior agreement (due to exceptional medical or personal circumstances) that a part-time Programme of Study will be agreed.

1.2. Changes to the Programme of Study

In order to request a change to the Programme of Study (such as changing a subject), you must arrange a meeting with the Head of VIP (Values in Practice). Unless a request is approved by the Headteacher or Deputy Headteacher, a student must continue to attend all timetabled activities.

2. Entry to year 13

The majority of our students continue into year 13 to complete their Level 3 studies. However, entry into year 13 is not automatic and will depend upon a student meeting the following criteria:

- An appropriate attitude to learning.
- Excellent attendance and punctuality.
- Work consistently completed to an appropriate level (as determined by personalised baseline grade) and handed in on time.
- Excellent behaviour in lessons and around the UTC.
- A full-time Programme of Study.

We will always endeavour to inform parents and carers of concerns in a timely manner, so please ensure that we have an up-to-date telephone number and email address.

3. Our Expectations

- Excellent results depend on excellent attendance. Attendance in all lessons, enrichment activities, registrations, tutor time, PSHE, private study, assemblies and other one-off, timetabled events, is compulsory. Excellent punctuality is expected on all occasions.
- In the case of illness or emergencies, your parent / carer (*not* you) must phone reception at the beginning of the day on 0800 470 1516.
- For all other absences, you MUST complete a *Request for Absence* form, well in advance. Please note that we will not grant permission for holidays during term-time. If you feel that the request represents 'exceptional circumstances' then you may contact the Headteacher directly, who will then make a final decision. Further information can be found in the UTC's Attendance and Punctuality policy.
- Students who do not have a grade 4 or above in GCSE English and/or Maths must attend lessons in these subjects to enable them to re-sit the qualifications. Students must apply the same work ethic to these lessons as they do in their other subjects.
- Students should arrive at lessons with appropriate equipment and be ready to learn.
- Students must always complete work to the best of their ability and ensure they meet set deadlines. Students must adhere to SGS Berkeley Green UTC's dress code at all times. If for any reason this is not possible, for example if you have a sporting injury or medical condition, then you must contact the VIP team straight away to have this approved. Medical or other evidence may be requested.
- Students will behave at all times in a manner that is responsible and respectful of others, complying with all UTC behaviour policies, in particular our Bullying Policy. Abusive language or behaviour will not be tolerated, and students should be mindful of the characteristics that are protected in law, including age, sex, gender identity, disability, race including colour, nationality, ethnic or national origin and religion or belief.
- Students will take full responsibility for their own learning and progress, asking for help when they need it and seeking to make the most of all opportunities.
- Students must ensure that any part-time work does not affect their performance at the UTC. We recommend that hours of paid employment should not exceed 10 per week and should never take place during the UTC time, including during periods of private study.
- Students will comply with SGS Berkeley Green UTC's Acceptable Use Policy for ICT at all times.
- No intoxicating substances of any kind may be brought onto the UTC site.
- Students must not smoke on SGS Berkeley Green UTC premises or within sight of them. This includes vaping and the use of any kind of e-cigarette.
- Students will respect their environment and play a part in keeping the buildings, rooms and outside spaces tidy.
- We will expect you to make effective use of your time outside of lessons. This includes using private study sessions effectively and completing any homework set.

4. What you can expect

Just as we expect the highest standards from our students, so you should be able to expect the highest standards from our staff.

- We will behave in a professional manner towards you, and model what professionalism looks like.
- We will provide high quality teaching for all subjects throughout the academic year. When staff are absent you will be given work to complete.
- We will assess your work on a regular basis, providing specific, personalised feedback to enable you to make progress*.
- We will provide you with a Tutor, part of whose role is to discuss your academic progress and personal well-being during Post-16 studies, and access to our VIP team who will help remove barriers to your learning and your well-being.
- We will provide you with assessment data and reports so you and your parents/carers can monitor your progress.
- We will provide a high-quality Employability curriculum which will include guidance and advice on your options for progression beyond SGS Berkeley Green UTC, including UCAS, careers and apprenticeship information*.
- We will provide enrichment opportunities both within and beyond the curriculum.
- We will provide a safe and healthy study environment. Your wellbeing is always our top priority.

* Detailed Feedback and Employability policies are available on the UTC website.

5. Study periods

Students may have Private Study periods allocated to their timetable. **This is time students should use to carry out independent study, which may include homework.** We have designated study areas with access to ICT; these are spaces for silent study. Private Study periods are not 'free' periods and should not be used for leisure and recreational purposes.

Some students will be allocated to 'Upgrade' (supervised study periods). These are compulsory study periods and students must register at the start of every Upgrade period as directed by the Senior Leadership Team.

6. The Cyber Café, Riverside Café and outside spaces

Students may use these spaces during break and lunchtimes for recreational purposes. Classrooms and study areas are not available for recreational purposes. Our aim is to cultivate an atmosphere conducive to work, where students learn to distinguish between study periods and recreational time. Study areas are not to be used as common rooms.

Key Stage 5 students have the privilege of being able to visit the Riverside Café during breaks and lunchtimes. Students should ensure that they are back in sufficient time to begin lessons promptly and should not be there at any other times during UTC hours. The Riverside Café is open to members of the public and students are expected to conduct themselves accordingly (in line with UTC expectations). We may remove this privilege if we feel that students are not using the Café appropriately.

7. Key Stage 5 Dress Code

All staff and students are required to dress in a professional, business-like manner as outlined below. Key Stage 5 Engineering students have the option of wearing everyday business dress as detailed below or SGS Berkeley Green UTC work wear as detailed in 7.3.

Everyday business dress is considered to be the following:

- The UTC Lanyard must be worn at all times except if removal is authorised for health and safety reasons.
- Formal smart trousers or a dress/skirt of knee length.
- Shirt/blouse.
- Where appropriate a tie must be worn with a shirt. Staff may authorise the removal of the tie depending on the type of activity being carried out.
- Jacket.
- Plain jumpers or round necked sweatshirts can be worn under a jacket. Slogans or branding are not allowable under any circumstances. Black UTC sweatshirts with the SGS logo may be worn, but the logo should be covered by a jacket.
- Smart shoes, able to be polished and be of a height suitable for the planned activities of the day (open-toed footwear, flip-flops or Ugg-style boots are not considered appropriate or safe).
- Hair should be neat, tidy and of a natural colour.
- Headgear worn for religious purposes is permitted.
- Facial coverings for religious reasons are expected to be removed whilst at the UTC to ensure individuals are identifiable.
- Earrings may be worn, taking into account health and safety, however no other jewellery worn through body piercing should be visible, with the exception of religious requirements.
- Personal adornment of all descriptions, including jewellery, should be kept to a minimum to reflect the professional ethos of the UTC.
- Any visible tattoos should be of an appropriate nature for the UTC environment.

The following items are **not** permitted at the UTC under any circumstances:

- Jeans or torn trousers.
- Casual sports clothing (unless appropriate for a sport lesson).
- Hoodies or T-shirts.
- Trainers (except in sports activities), or flip-flops.
- Strapless or sleeveless tops, tight or revealing clothes, including mini-skirts, excessively low-cut tops or garments revealing the midriff.

Students are expected to meet the UTCs Dress Code every day that they attend, including visits and trips, unless a specified alternative dress code has been given.

In cases where, in the opinion of the Headteacher, a student's appearance is unacceptable, the student may be given clothing to change into; required to return home to change or, if this is not possible, may be separated from the usual UTC activities for the day, for example in isolation. In these (rare) circumstances, the parent will be contacted and informed of the situation prior to the student leaving site.

7.2. Physical Education Clothing

Students must wear the UTC designated PE kit or appropriate plain (blue, black or grey) attire whilst awaiting delivery of kit items for these activities, provided that it is not worn as part of their day-to-day attire.

Students require:

- Trainers.
- Shorts.
- Plain polo shirt (no football or team shirts).
- Socks.

Tracksuits may be worn providing they are activity-appropriate.

7.3. Engineering and Product Design

Students require:

- Appropriate footwear for the workshops. This should be a black/brown or grey work shoe/boot with a re-enforced toecap. There is no stipulation on kite mark or British Standard for these. Students must ensure that these are not worn outside of the Engineering Barn and changing areas have been provided to enable them to change their shoes.

Students will be provided with:

- Lab coats/safety jackets/safety goggles and other safety wear and these must be worn as directed.

Key Stage 5 engineering students have the option of wearing SGS Berkeley Green UTC work wear rather than everyday business dress if they wish. This is due to the nature of the work they undertake in the engineering barn; work wear is more appropriate for this. On days when students are not working in the barn, they may opt to wear everyday business dress. Please see the UTC website for further information.

7.4. Science

Students will be provided with lab coats/safety jackets/safety goggles and other safety wear and these must be worn as directed.

8. Support and Sanctions

At SGS Berkeley Green UTC, we are committed to removing barriers to learning, enabling students to succeed in their studies and thrive as a member of the UTC community.

Maintaining high standards of behaviour and attitude are central to this, as is the principle that students accept the consequences of their actions. Our aim is to tackle problem behaviour while at the same time tackling the causes of that behaviour through timely support and intervention. We believe that support and sanctions go hand in hand.

If students feel that they require additional support then there are a number of key staff members they are able to approach. Tutors, the SENDCo, Curriculum Leaders and the VIP team will all be able to assist them in seeking and coordinating support.

Where we have concerns about a post-16 student, there is a three stage reporting process that we operate. This is detailed in the table below. We will contact home to ensure that you are aware of our concerns as well as targets that are agreed with students.

Further details can be found in our 'professional conduct policy' as well as our SEND and Inclusion policies.

Stage1	Green Report	<p>Issued for repeated / ongoing concerns such as poor attendance, behaviour or failing to meet deadlines.</p> <p>The student's Tutor/subject teacher will arrange a formal meeting.</p> <p>During the meeting an action plan will be generated, SMART targets will be agreed and added to the report. We will also explore any support needed to meet the targets. A letter will be sent home to communicate this and the report will be reviewed after 2 weeks.</p>
Stage 2	Amber Report	<p>Issued for significant conduct concerns or for failing to meet targets on a Green Report.</p> <p>A formal meeting will take place between the student and Head of VIP (parents will be invited to attend).</p> <p>During the meeting a revised action plan will be generated, SMART targets will be agreed and added to the report. We will also explore any additional support required to meet the targets. A letter will be sent home to communicate this. The report will again be reviewed after 2 weeks.</p>
Stage 3	Red Report	<p>Issued for serious ongoing issues or incidents that have not been resolved following green or amber reports.</p> <p>A formal meeting will take place between the student and a member of the Senior Leadership Team. Parents will be invited to attend.</p> <p>SMART targets will be agreed and added to the report. We may ask students to sign a code of conduct contract at this stage. A letter will be sent home to communicate this and the report will be reviewed after 2 weeks.</p> <p>Failure to meet the targets in this report may result in students being asked to leave the UTC.</p>

Student Acceptable Use Policy (ICT)

SGS Berkeley Green UTC expects all students to use the computer network and software resources provided responsibly. All members of the UTC must comply with the "ICT Acceptable Use – Users" Policy and are subject to the following conditions of use. Failure to adhere to this policy may result in disciplinary action (including exclusion) in line with our Behaviour Policy.

- You must accept and comply with the "ICT Acceptable Use – Users" Policy.
- You must not try to use any computer without permission or try to alter or delete work belonging to other people.
- If you think someone else knows your password you should change it immediately.
- UTC ICT facilities are provided for UTC business or course-related activity only, not for personal use.
- You must not store or introduce any computer games, personal music or movies on any college computer or network space.
- You must not tamper with ICT equipment, delete software, or carry out any activity that may prevent others from using the equipment.
- Food and drink are not allowed near computers or other ICT equipment.
- When using the Internet you must not enter sites or send e-mails that contain any abusive, sexist, pornographic or unlawful material (see the Social Media Code of Conduct). All Internet access is logged and monitored.
- You must not try to install or download any software that has not been provided by the UTC.
- You must not make any use of the Internet that would bring the name of the UTC into disrepute.
- The UTC accepts no responsibility for problems caused by loss of service or for damage to files and data. It is your responsibility to ensure essential files are backed up onto your cloud storage area.
- In using information from the Internet or creating web pages you must make sure you do not break copyright law or intentionally plagiarise the work of others.
- Under the terms of the Data Protection Act you must not store any information about any living person without agreement from the UTC Data Protection Officer.
- You should not put any unlawful information onto any system.

You must follow any local ICT guidelines around the UTC, eg about printing or file management as explained by UTC staff.

If you do not understand any of these conditions please ask a member of staff for advice and guidance.

Please note that entry to Post-16 study at the UTC is dependent on the completion and return of this agreement and ALL associated registration paperwork.

No student is officially a member of Post-16 at SGS Berkeley Green UTC until this agreement is signed and returned.

Please also note that it is a requirement of entry that we have an up-to-date student mobile phone number, student email address and parent/carer contact details. These are used for the sharing of important and time-sensitive information.

I have read the Post-16 Learning Agreement and accept ALL the conditions it lays down. I understand that if I break the terms of this Agreement, disciplinary action may be taken.

Student name Year

Student signature Date

Student mobile no

Student email

Parents/Carers please sign to say that you have read and understood the Post-16 Learning Agreement:

Parent name Relationship
to student

Parent signature Date

Parent mobile no

Parent email