

20 July 2021

Dear Parent/Carer

The countdown to September

I am delighted to be writing to you in my role as Headteacher of SGS Berkeley Green UTC. Your child is about to join a unique learning environment and I hope they are as excited as I am by all that September holds in store.

At the time of writing, we are not entirely clear what the government's vision for September is or will be. That's entirely understandable given the circumstances, but please rest assured that we will send timely updates when information becomes available. What I'm going to do in the information pack that follows is set out, step-by-step, what will be happening between now and when you join us in September, including what information you will receive, and when.

Finally, do take a look at our website as we've updated our virtual open day pages. They will help remind you of the things you can look forward to when you join us. Once you've read through the information on the website, and on the pages that follow here, and if you still have questions do call us on 0800 470 1516 or email office@berkeleygreenutc.org.uk. I'll be back in touch very soon.

Yours faithfully

Louise Davies
Headteacher

Actions required by Tuesday 13 July

Please note that some of the information which follows requires action on the part of parents/carers by certain dates. These are underlined to aid identification and listed below so you can tick them off when completed.

Action Required	By (Date)
Data collection, medical and additional needs form	Friday 16 July
First aid consent, codes of conduct and employability support form	
Post-16 Learning Agreement (signed by student and a parent/carer) This will be sent to you via a separate email for signing	

Data collection and consents

It is important that our data records are accurate, up-to-date and detailed. Even if you have previously sent us information, we need the parents/carers of every student to **complete the following two data collection forms by Tuesday 13 July**.

These forms also ask for information about medical and additional learning needs. We will treat everything you say in the strictest confidence and use it only to ensure that your child's needs are met as fully as possible, especially during transition.



Form 1 - Data collection, medical and additional needs form

<https://forms.office.com/r/d6x4ZF6Kb4>



Form 2 - First aid consent, codes of conduct and employability support

<https://forms.office.com/r/mVFkubQCBv>

Before completing the form, you are asked to read the following data protection and privacy notices:
<https://academytrust.sgscol.ac.uk/media/SGS-AT-Data-Privacy-and-Protection-Policy.pdf>

Post-16 Learning Agreement

The learning agreement that sets out the formal agreement for the programme of study that an individual student will follow.

It must be signed by the student and a parent/carer before we will enrol the student at the UTC. Completion of it is a compulsory part of the registration process. To reduce the usage of paper, we will be using an electronic signature system. We will send these documents to the parent/carer email address provided on the application form. Please keep an eye your mailbox in case it inadvertently ends up in the 'junk mail' folder.

Bus Information

Our bus provider, Applegates, is currently amending bus routes to meet the needs of our new students. We will be emailing you next week with details of transport arrangements and how to book your place on one of the bus services.

Timeline

2 July	Information Pack sent home to parents/carers
13 July	Closing date for actions listed above
21 July	End of term – UTC closes (except for examination results and queries)
12 August	GCSE and Level 2 results day
16-27 August	UTC office open 10.00 am – 4.00 pm
7 September	Start of Autumn Term for Year 12

Registration at the UTC and the start of term September 2021

On Thursday 12 August, you will be receiving your GCSE and other level 2 results. We have our fingers crossed for you that everything goes according to plan and you get the qualifications you deserve. It's such a nerve-wracking time, but it will be over reasonably soon and then you can begin to enjoy the next stage of your education – with us hopefully!

Registration at the UTC

Thursday 12 August

11:00 – 16:00

You are invited to register for post-16 study in person at the UTC on Thursday 12 August after you have received your results. Please come to the UTC with your official exam results print-out (you won't be able to register without it). Your parents or carers are very welcome to join you.

We're asking you to come in on the same day as you receive your results so that our specialist staff can meet with you individually. This will give you chance to change one or more of your options, find out more about your course or ask other questions. Some of you may have been disappointed by your results and we will be able to provide expert advice and guidance. Now that we have offered you a place to study here, we will do our best to match your qualifications to an appropriate course here at the UTC. You'll also have another chance to look around our amazing building. Covid-related hygiene and health and safety precautions will be in place.

Start of Autumn Term

For students in Year 12, term starts on Tuesday 7 September. If you have any questions about the start of term that aren't covered in this information pack, please don't hesitate to contact our office team via office@berkeleygreenutc.org.uk

Student Frequently Asked Questions

What will my timetable look like?

From the beginning of term, you will be at the UTC full-time and the school day is published on our website <https://academytrust.sgscol.ac.uk/sgs-berkeley-green-utc/about/school-day>. You will have a half-day on a Friday and a day off-site per week for private study or work experience.

I can't wait to get back into lessons – when will they start?

We know that you will be keen to get back into normal lessons and to feel like you are making progress. We want to help you do that as soon as possible. For the first week or so however we will not be having many lessons. Instead, we will be introducing you to the UTC way of life and helping you prepare for life back in the classroom. You will be engaged in a range of activities and it will be a busy but a very enjoyable time. You'll take part in an Employability Project so that from day 1 you will be building up the skills and knowledge to join the adult world of work.

We know that several months out of school is a long time, plus you will have to get to know new people, and a whole new way of thinking about your studies. It will take a while for you to get used to being back in a routine, socialising face-to-face and sitting through whole lessons. You'll probably find it quite tiring.

Getting you back into the swing of school in general and of life here in particular is our main goal. We'll all need to find our 'new normal'. We intend to get you ready for important exams of course, and to fill any gaps in your knowledge but, before that, we'll be making sure that you are well, happy and ready to learn. Your success depends on your well-being.

Can we come by bus?

Yes you can. Our usual bus services will operate to get you here and we have written to your parents with information about transport. If you intend to travel via public transport, you will have to abide by the bus or train company's rules such as wearing a face covering (unless the advice changes).

How will you keep me safe?

We have a thorough risk-assessment document for the UTC which provides clear measures to keep the whole UTC community safe during the Covid pandemic. It is updated regularly and quality-assured by external specialists. All students will receive induction training in Covid protocols.

Can I buy food?

Our catering facilities will be open and you will be able to buy hot and cold lunches or snacks, unless Covid regulations change significantly. The Cyber-café will be used by years 10 and 11, and the Riverside Café will be open to post-16 students at lunchtime. Appropriate social distancing and hygiene measures will be in place.

We suggest that around £3 per day is enough for lunch plus a snack at break-time if you'd like one. Alternatively, you are very welcome to bring your own food and lots of our students have packed-lunches. Payment can be made using contactless (debit card or phone app) or cash.

Can I get a locker in Post-16?

Yes, all students can pay a deposit to get a locker key and we will give you the paperwork for this when you join us in September.

General Information

Term Dates 2021/22

Please note that the INSET dates given below may be subject to change. We have more INSET days than other schools because our longer working day reduces the time we can give to after-school staff training and meetings. **Important note:** Due to the constantly evolving response to the Covid pandemic, we reserve the right to change our INSET days at short notice.

Term	Term Begins	Term Ends	Duration	INSET Dates
Term 1	Thurs 2 Sept 2021	Fri 22 Oct 2021	37 Days	Thurs 2 Sept and Fri 3 Sept 2021
Term 2	Mon 1 Nov 2021	Fri 17 Dec 2021	35 Days	Mon 29 Nov 2021
Term 3	Tues 4 Jan 2022	Fri 18 Feb 2022	34 Days	Tues 4 Jan and Fri 18 Feb 2022
Term 4	Mon 28 Feb 2022	Fri 8 April 2022	30 Days	Fri 8 April 2022
Term 5	Mon 25 April 2022	Fri 27 May 2022	24 Days	
Term 6	Mon 6 June 2022	Fri 22 July 2022	35 Days	Mon 4 July 2022

The UTC calendar for 2021/22 including INSET days can be found on our website at <https://academytrust.sgscol.ac.uk/sgs-berkeley-green-utc/about/term-dates>

Free School Meals and Post-16 bursary

In order to claim Free School Meals for your child, please register with Gloucestershire County Council (freeschoolmeals@gloucestershire.gov.uk). We will provide details of the Post-16 bursary scheme when you join us.

Clothing and Equipment

Details of clothing and equipment requirements for students are given over the next two pages. Please ensure that you order clothing early so that it is delivered in good time for the start of the academic year. Please note the engineering uniform for Post-16 is different to that worn in Year 11.

Professional Dress

Berkeley Green UTC is committed to preparing all students for the world of work, not only by developing the knowledge, skills and understanding required by industry, but also by modelling and instilling the behaviours required for successful employment. An integral part of this is demonstrated by the way we dress, act and express ourselves. The aim of the professional dress code is to:

- promote an environment of professionalism and aspiration;
- support positive behaviour;
- ensure a practical, smart and business-like appearance;
- instil a sense of pride and shared identity.

All members of the UTC are expected to conform to our Professional Dress Code, which applies equally to staff and students.

All staff and students are required to dress in a professional, business-like manner as follows:

- Workshop uniform (for Engineering students only - please see below) OR
- Formal smart trousers or a dress/skirt of knee length
- Shirt or blouse
- Ordinarily, 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
- A jacket
- Plain jumpers can be worn under a jacket. Slogans or branding are not allowable under any circumstances.
- Smart shoes, able to be polished and of a height suitable for the planned activities of the day. (Open-toed footwear, flip-flops, canvas shoes 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.
- Personal adornment including jewellery of all descriptions should be kept to a minimum to reflect the professional ethos of the UTC and must conform to health and safety expectations.

- Tattoos should be covered.
- The UTC Lanyard must be worn at all times except if removal is authorised for health and safety reasons.

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

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

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

In cases where the Headteacher determines that a student's appearance is unacceptable, the student may be 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 circumstances, the parent will be contacted and informed of the situation prior to the student leaving site.

Clothing for Engineering and Product Design

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.

With this in mind the UTC has teamed up with **iworkwear** who can provide the uniform required for the workshop. You will be able to purchase the items required directly from the company by logging onto their website <https://www.iworkwear.co.uk/> and clicking on to the 'college order click here' banner on the right-hand side of the page. From here **you will need to enter the college code BGUTC19-216**, which will give you access to the Berkeley Green UTC products.

Students also 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.

Clothing for Science

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

Required Equipment

Students are expected to bring with them:

- At least 2 black/blue pens
- Paper for A4 folders
- At least 2 pencils
- Ruler
- Rubber
- Mathematical equipment: compass, protractor, and calculator - Casio fx-83GTPlus (this can be purchased directly from us)

Photo ID

All students will be issued with a photo ID card that will allow them access into and around the building. The Photo ID also allows you access to the UTC printing facilities and acts as your bus pass for the UTC bus services. All students and staff must wear their photo ID on a lanyard around their neck at all times, **with the photograph visible.**