

AR/JW

21 August 2017

Dear Parent / Carer / Student

Induction Day and enrolling at UTC Sheffield City Centre

I am delighted to welcome you to UTC Sheffield City Centre. This letter is to outline the procedures for starting at the UTC in September.

Please note the following steps:

1. The Pop-Up Shop will be at UTC Sheffield City Centre on **Monday 4 September 2017** between 10.00am-3.00pm.

Please see details on-line and ensure your child has the correct business wear by **Wednesday 6 September 2017**.

www.just-schoolwear.co.uk/shop/UTC-Sheffield-1.html

Students eligible for free school meals can have their business wear funded by the UTC on receipt of the letter of entitlement. Please speak to us if you need further information.

2. The Year 10 Induction Day is on **Tuesday 5 September 8.30am–4.00pm**, students should be in business dress and bring money for lunch and breaks as required. Currently a meal-deal is £2.10 (hot meal and a hot dessert), other options are available. KS4 students are ***not*** allowed off site during the school day.

May I also remind you that if you think you may be eligible for Free School Meals (FSM) please apply via the Sheffield City Council website:

<https://www.sheffield.gov.uk/schoolmeals> if you live out of the Sheffield area you must apply to Sheffield City Council for Free School Meals for your child.

FSM credit is automatically added to your child's Parent Pay account, which they can spend via their student card. Students registered as FSM also attract additional funds to support their learning, which is important to increase future achievement.

Parent Pay details for cashless catering will be allocated from week commencing **Monday 11 September 2017**. Please ensure your child has sufficient money or a packed lunch until the cashless catering is available.

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3. Enrichment lessons, which extend the day to 4.50pm on Tuesday and Thursday, will begin after the October half-term holiday.
4. PE kit will not be required on the first day; timetabled lessons will begin on Wednesday. PE shirts are available to purchase from the business wear pop-up shop, black tracksuit bottoms or shorts must be worn, *no leggings or Lycra crop-tops*.
5. Students should attend at all times in full business dress including smart black shoes, **NO TRAINERS**. Jewellery should be limited to a single pair of stud-earrings. Students should travel to and from the UTC in their business dress and not change into it at the college (unless riding a bicycle).
6. School photographs will be taken on **Wednesday 6 September 2017** from 10.00am.
7. Lockers will be available to all students (with a £5.00 deposit, refundable on return of the locker key). Letters will be handed out in tutor time and should be returned to reception, signed and with a £5.00 deposit. Lockers will be allocated on a first-come-first-served basis.

The outcome of our recent public consultation means that we will be taking applications from students in Year 9 and Year 10 to start in September 2018. The overall number of students at UTC Sheffield City Centre will not increase when Year 9 students are admitted, this is because numbers in other year groups will be adjusted; there will be 300 students in Years 9, 10 and 11 and 300 students in Post 16. Our showcase event for new applicants will be on **Wednesday 11 October 2017** if you know anyone who may be interested (see the website for further details).

I look forward to welcoming your child in the new academic year and if you have any queries please do not hesitate to contact us on 0114 2603970 or admin@utcsheffield.org.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alex Reynolds', with a long horizontal flourish extending to the right.

Alex Reynolds
Principal
UTC Sheffield