

AR/JW

20 July 2018

Dear Parent / Carer / Student

Induction Day 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:

- The Pop-Up Shop will be at UTC Sheffield City Centre on **Thursday 23 August, Friday 24 August and Monday 3 September 2018** between 10.00am-3.00pm. Alternatively, you can order business wear online via this link www.just-schoolwear.co.uk/shop/UTC-Sheffield-1.html
- Please see details attached and ensure your child has the correct business wear by **Wednesday 5 September 2018**
- Students eligible for free school meals can have their business wear funded by the UTC on receipt of proof of entitlement. Please speak to us if you need further information
- The Year 9 and 10 Induction Day is on **Tuesday 4 September 2018 from 8.30am**, 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. Y9/Y10/Y11 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 **outside** 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 sQuid 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
- sQuid details for cashless catering will be allocated from week commencing **Monday 11 September 2018**. Please ensure your child has sufficient money or a packed lunch until the cashless catering is available
- Enrichment lessons, which extend the day to 3.30pm for Y9 and 4.30pm for Y10 once a week will begin after the October half-term holiday
- 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*.

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- 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)
- School photographs will be taken on **Wednesday 5 September 2018** from 8.45 am, please ensure jackets are worn
- 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.

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