

17 July 2019

Dear Parent/Carer

As we approach the end of this school year at UTC Sheffield, City Centre, I would like to draw your attention to a few key messages please:

One to One Meetings

I would like ALL Y13's (current Y12) to pop into UTC Sheffield, City Centre on **Monday 2 September 2019, between 09.30am and 14.30 pm**, to have quick meeting with Mr Middleton regarding their Option subjects. This will assist in ensuring your son/daughter has a relevant timetable and a prompt start to the new academic year. Formal lessons begin on Wednesday 4 September 2019.

Bring Your Own Device (BYOD)

To enhance a student's learning and allow for self-directed study, students returning to Post 16 at UTC are reminded that a personal device (Tablet/Laptop) is essential. Students should ensure that the device is capable of generating documents for coursework, these include Word/Excel/Powerpoint. Specialist software packages are available in the building, so capability to run these packages is not a necessity. Students bringing their own devices, will allow them to meet deadlines for Post 16 coursework in a timely fashion, by maximising their ability to work around the building. If your child qualifies for FSM, then please get in touch and the UTC will ensure that a suitable device can be utilised at set times, where required around the building. Please note a phone is not a suitable device.

GDPR - The General Data Protection Regulations 2016. Please could I draw your attention to the new regulations covering data protection that became enforceable in May 2018, for further information regarding our privacy notice please go to: <https://city.utcsheffield.org.uk/assets/sites/3/2018/06/Data-Protection-GDPR-updated-policy-April-2018.pdf>

The term ends on Friday 19 July 2019 at 13.40, may I wish you an enjoyable break and look forward to seeing you in the new academic year.

The new academic year begins on **Wednesday 4 September 2019** for all students.

Please do contact admin@utcsheffield.org.uk should you have any queries during the summer break.

Yours faithfully



Mr A Reynolds
Principal

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