

AR/JW

15 July 2019

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 22 August and Friday 23 August 2019** between 9.00am-3.00pm. Alternatively, you can order business wear online via this link www.just-schoolwear.co.uk/shop/UTC-Sheffield-1.html
- Transition Day for new Y9 students is **Tuesday 3 September 2019, 08.30 am start**
- Please ensure your child has the correct business wear by **Wednesday 4 September 2019**
- 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
- 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
- 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 9 September 2019**. 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 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 4 September 2019** 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.
- GDPR - The General Data Protection Regulations 2016. 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 Admin Team will be here at the UTC City Centre during the summer holidays (9.00am-3.30pm) if you have any queries please do not hesitate to contact us.

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