

SCL/LPA

20 July 2017

Dear Parent / Carer

## Y10 Induction Day and enrolling at UTC Sheffield Olympic Legacy Park

I am delighted to welcome you to UTC Sheffield, Olympic Legacy Park. I am now writing to outline the procedures for starting at the UTC at the beginning of September.

Please note the following steps: -

1. Business wear can be purchased from the Pop-Up Shop which will be at the UTC on Thursday 24 August, Friday 25 August and Monday 4 September 2017. Alternatively, you can order on line from:

<http://www.just-schoolwear.co.uk/shop/UTC-Sheffield-1-1.html>

with free delivery to the UTC or a small charge for a home delivery. If you do place an order on-line, all orders will be held at UTC reception and it will be necessary to show a copy of your order upon collection. All students will be expected to attend on **Tuesday 5 September** in full business wear. From September, all students will require a branded mandatory sports top (not just those students opting for PE), however black shorts/track suit bottoms can be purchased from any shop. All students will require a pair of trainers together with footwear for the 3G pitch which is football boots / astro turf trainers with plastic studs/blades.

2. Students eligible for free school meals can have their business wear funded by the UTC by providing the necessary evidence. Please speak to Miss Parkin at UTC Sheffield OLP if you need further information.
3. **Please note the following when attending the days detailed in points 4 and 5. All students to attend in full business wear. Please bring money for lunch and breaks as required. Currently, a meal-deal is £2.10 with other options available. Y10s are not allowed off site.**
4. **For those of you who did not attend the transition days, we need to undertake some baseline testing which will take place on Friday 1 September from 9.00am to 3.00pm.**
5. **Attendance at the Year 10 Induction Day on Tuesday 5 September from 9.00am to 3.40pm.**
6. **The full timetable begins on Wednesday 6 September from 8.30am until 3.50pm. Enrichment sessions will be offered after October half-term.**

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7. Please contact the UTC Reception on 0114 260 3940 to report any absences. We are set an annual target of 96% attendance per student from the Local Authority and are very keen that all our students achieve this as a minimum. This ensures that all students receive the quality education that will allow them to achieve grades that not only reflect their potential, but also improves their life chances.

I look forward to welcoming you in the new academic year.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Sarah Clark', written in a light grey or blue ink.

**Sarah Clark**  
**Principal**  
**UTC Sheffield Olympic Legacy Park**