



New Parent/Student Update – April 2016

I am emailing to share with you some important information that you will need as you prepare to join UTC Reading in September 2016. I apologise in advance for a number of items that will be repeated over the coming months but it is important that these are received and understood; repeat items will be marked as such.

Induction Date

We shall be running an induction day for all Post 16 applicants on Friday 8th July. This day is not a compulsory event but recommended; we appreciate a number of students may be on holiday during this time.

[Click here](#) to book your place.

The day will run from 9.00am to 3.00pm. Students should dress as close to the UTC Dress Code as possible. We appreciate that you may not be buying their actual UTC clothing until later in the summer.

Enrolment

Post 16 students will be required to attend an enrolment session from Tuesday 30th August to Friday 2nd September 2016 (there will be a catch up session on Monday 5th September for students out of the country the previous week). During this session students will need to bring in their GCSE results, passport (or other identification document) and will make their final options choices.

[Click here](#) to book a place on the most suitable date. Students will only need to book in to one of the one hour slots during the enrolment week. If you do not attend

an enrolment session we will assume you now longer require a place at UTC Reading and will offer to a student on the waiting list.

Bus Passes

We have negotiated a good price with Reading buses for bus passes. In a later update we shall ask if you wish to purchase a bus pass. If you decide to purchase this via the UTC we shall order this for you and ask for payment at a later date via ParentPay. Details of the passes for 2015/2016 can be found [here](#); please note bus pass prices are likely to rise slightly in the new academic year and routes are subject to change.

If you would like to order a bus pass via the UTC please complete the form found [here](#).

Bus passes will be ordered by the UTC, delivered to you directly and payment requested after the start of term. Please note that whilst we arrange this for students at a negotiated reduced rate any issues with the pass once delivered will need to be dealt with directly with Reading Buses.

Dress Code/Uniform Orders

UTC Reading operate a Business Dress Code rather than a uniform; details can be found [here](#). Please note all Year 10 students (and all Post 16 students using the gym or taking part in sports during enrichment) must purchase a navy blue UTC Reading Polo shirt (details available during information evenings).

If you wish to purchase any UTC Reading clothing please complete the form found [here](#). We will request payment via ParentPay during the Autumn Term.

Registration Forms (*repeat*)

In order to secure a place at UTC Reading, you must complete the online registration form. If you have not yet done this you must do this as a matter of urgency otherwise the place will be offered to students on the waiting list. Click [here](#) to complete the form.

Laptops (*Repeat item*)

At UTC Reading all students need access to a laptop at all times. You will need to decide if you would like to Bring Your Own Device (BYOD) or opt in to our ELearning Scheme. If you decide to join the ELearning Scheme you will be asked for a donation of £400; paid in one payment or by direct debit across the two years.

If you wish to join the ELearning scheme you will be required to opt in prior to the end of May 2016. In order to do so, please complete the form [here](#).

If you do not complete the form, we will assume that you will be providing a laptop for your child independently (BYOD). If this is the case, you should note the following minimum technical requirements needed for the laptop to perform suitably in our learning environment:

E-Learning vs BYOD for 2016-2017

<u>E-Learning Scheme</u>	<u>BYOD</u>
Fujitsu A555 c/w carry case, i3 processor, 128GB SSD, dual band wifi	Student may use any Windows 10 laptop with i3 processor and dual band wifi
Office 365 and any required specialist software installed by UTC Reading	Office 365 installed via the Office 365 licence by students and any specialist software installed by UTC Reading
Insurance against accidental damage or theft is covered within the ELearning Scheme	Parents are responsible for all insurance and warranty for device
Temporary device is provided by UTC Reading whilst laptop is being repaired	Parent must provide replacement laptop in the event of damage
UTC Reading Security: network-based firewall, web filtering, and careful control over accessible software	UTC Reading security: a client will be installed on your child's laptop to ensure that they follow the acceptable use policy, and their activities will be controlled in exactly the same way as ELearning devices
Full automatic back up of student's work when saved on OneDrive for Business	Full automatic back up of student's work when saved on OneDrive for Business
Student may keep their device following the 2-year ELearning Scheme period at UTC	Not applicable
Safeguarding: monitoring software is used to safeguard students while using the Internet and other resources	Safeguarding: monitoring software is used to safeguard students while using the Internet and other resources

Students must use their device responsibly within the terms of the Acceptable Usage Policy or face disciplinary measures from UTC	Students must use their device responsibly within the terms of the Acceptable Usage Policy or face disciplinary measures from UTC
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Bursary (*repeat item*)

Post 16 students will be eligible to apply for Bursary funding to support their study at the UTC. You will be able to find the Post 16 Bursary policy [here](#). Unfortunately you may only apply once you have enrolled on the course at the end of August/start of September, when forms will be available.

Curriculum choices (*repeat*)

During the information sessions (if you have not yet booked to attend an information session you can do this by clicking [here](#)) and again at the enrolment session students will need to make option choices. You can find more information about courses on offer [here](#).

Consultation on the Change to the UTC Day (*repeat*)

We have listened to the views of many stakeholders regarding the length of the UTC day. One of our features is that we have a longer, more business like day. However on reflection we feel that the time spent at the UTC by students is actually longer than in many workplaces.

We are therefore proposing to shorten the end of each day by 30 minutes (starting at 8.30am each day and finishing at 4.30pm on three days and 4.00pm on two days).

We would be grateful if you would take a minute or two to let us know what you think of this proposal by completing a form, found [here](#).

Dates for your diaries:

Year 10 Induction Day – Monday 4th July 2016

Post 16 Induction Day – Friday 8th July 2016

Post 16 Enrolment – Tuesday 30th August to Friday 2nd September 2016

Start of Term Year 10 – Monday 5th September 2016, 8.30am

Start of Term Year 12 – Tuesday 6th September 2016,8.30am

Term dates can be found on our website, [click here](#)

Kind regards,

Joanne

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