

Welcome to Mulberry UTC

Key information leaflet

Y12 start date and times

Monday 7th September 2020

Health Science	9am
Three A-level pathway	9am
Digital Media	10am
Performing Arts	10am
Business	11am
Health & Social Care	1.00pm

Mulberry UTC
Where learning works



Please note there may be some changes to this due to current circumstances

Mulberry UTC
Where learning works



THE SCHOOL DAY

8:15	Breakfast
8:40 - 9	Tutorial / Assembly
9 - 9:50	Lesson 1
9:50 - 10:40	Lesson 2
10:40 - 11	Break
11 - 11:50	Lesson 3
11:50 - 12:40	Lesson 4
12:40 - 1:20	Lunch
1:20 - 2:10	Lesson 5
2:10 - 3	Lesson 6
3 - 3:50	Lesson 7

Summary of Sixth Form Dress Code (Years 12 and 13)

All students in the Sixth Form at Mulberry UTC must wear smart business dress. This dress code sets the tone for the rest of the school in terms of appearance: Year 12 and 13 students' dress should be smart, business-like and appropriate to their position as role models for younger students.

Sixth Form students are given a degree of choice about their clothing but must adhere to this dress code and to the principles of modesty, practicality, equity and health and safety. If a member of UTC staff deems an item of clothing unsuitable or inappropriate, they will ask the student to remove and/or adjust it. If any difference of opinion arises in relation to Sixth Form dress code, this will be referred to the Principal or a member of the Senior Leadership Team, whose decision will be final.

The Sixth Form dress code consists of:

Either

- A smart, business-style dress, either knee-length or calf-length

Or

- A smart, business-like shirt or blouse with a smart, business-like pair of trousers

Or

- A smart, business-like shirt or blouse with a smart, business-like skirt, either knee-length or calf-length

Skirts and trousers must be of appropriate material and must not cling to the body. Mini-skirts, shorts, leggings, jeans and skin-tight trousers are not permitted. Ankle-length skirts and dresses and long flowing garments are not permitted for health and safety reasons. Dresses, shirts and blouses must also be of appropriate material. They must not cling to the body or be transparent or revealing. Midriffs must not be shown. If a shirt or blouse is worn without a tie, t-shirts or vest tops must not be visible.

Other key items

- A blazer or formal jacket
- A tie (optional but required if wearing a shirt for interviews, presentations and formal events)
- Mulberry UTC lanyard (provided by the school)
- Plain, sensible, safe flat shoes (not plimsolls, trainers, sandals, high heels or leisure shoes)
- A practical, warm and rain-proof coat for outdoor use
- A sensible bag, large enough to carry an A4 folder safely to and from school

For Health Science students:

Coats, jackets, hats and scarves must be removed before students enter the UTC building.

If Sixth Form students wish to wear a headscarf (hijab) this must be plain with no fringe or tassels and must be worn appropriately. If worn, the hijab must be worn pinned securely and in a formal way; it may not be worn as a fashion accessory or shawl. Students may wear the hijab to cover their hair and shoulders at all times, except during PE, dance and other activities where this would present a danger. For those that wish to, there is a sports hijab available for purchase and students may wear a swim-hood for swimming

When students return home at the end of the day, wherever possible their clothes should be removed and washed to minimise the risk of any transmission of infection.

Key information

Arrival

- Students must arrive at school for 8:40am and there will be a staggered arrival to ensure social distancing.
- During this time, it is essential that students arrive on time at school. Any students arriving after their allocated time will need to wait for SLT supervision before they are allowed into the building.
- When they arrive, students will line up outside the building on the forecourt in a distanced way.
- Students will then enter the building through the doors at the far end of the café area as they have done during the second half of the summer term.

Attendance and punctuality

- Students must maintain a minimum attendance of 95% and must have excellent punctuality
- Students must sign in and out of the building correctly at lunchtimes. Failure to do so may result in losing the privilege of going out to lunch

Absence

- Parents must call before 8:40am and speak to the school receptionist or leave a message if their child is absent
- Students must produce an appointment card/note from parents to go to an appointment
- Students who are requesting to go offsite for university visits/work experience/other extracurricular activities must submit a leave of absence form in advance. This can be obtained from reception

Mobile phones

- The UTC has a no phone policy. Students with their phone out will have this confiscated until the end of the school day.

Online Learning

- All students have access to office 365 and are able to use Microsoft applications including word and PowerPoint.
- Homework and independent learning is set through Microsoft Teams and all students should download this APP and regularly check the teams which they are added to
- All students will be given a UTC email address and should check this regularly for work from their teachers and for notifications about excellent opportunities

House system

- All students will have a form tutor and be allocated to a house. The tutor and Head of House will work together and oversee the students pastoral development.

Virtual tutor time (first term)

- Students must engage with their tutor via Microsoft teams. They need to check teams daily for any notices and updates
- Students must attend a one to one online check in with their tutor on a weekly basis to discuss their attendance %, house points and behaviour points

Refreshments

- Sixth Form students will spend break time within classrooms, to avoid mixing between groups.
- Most Sixth Form lessons will finish by lunchtime. Sixth Form students will then pick up lunch from the Café area and go home. Any Sixth Form students who have lessons in the afternoon will remain in the Café area at lunchtime and then go into afternoon lessons.
- Sixth Form students will not be allowed to leave at lunchtime if they have afternoon lessons.

E-portfolios

- All students must log their achievements, seminars attended and extra-curricular activities on their e-portfolios. Students must keep this up to date
- This will be used to collect evidence for future UCAS, job and apprenticeship applications and will be a record of achievements

Travel

- The government have advised that young people should avoid taking public transport. We know that many of our students usually travel to school by bus. We would strongly encourage any students who are able to walk or cycle to school instead to do so. Any students who live less than 30 minutes walk away from school should walk or cycle to school, rather than taking the bus.
- We know that parents may wish to drive children to school. There is no parking at the UTC building and no safe drop-off point outside the school, so you must park at least one street away from the school in order to drop them off safely. Please do not under drop off your children on the double yellow lines outside the school building, as this is illegal and extremely dangerous.

Term dates

Autumn Term:

Term 1	Friday 4 September – Thursday 22 October 2020
Half Term	Monday 26 October – Friday 6 November 2020
Term 2	Monday 9 November – Friday 18 December 2020

Spring Term:

Term 3	Monday 4 January – Friday 12 February 2021
Half Term	Monday 15 February – Friday 19 February 2021
Term 4	Monday 22 February – Thursday 1 April 2021

Summer Term:

Term 5	Monday 19 April – Friday 28 May 2021
Half Term	Monday 31 May – Friday 4 June 2021
Term 6	
