



GREATER
PETERBOROUGH
UTC

GPUTC Information Booklet





Welcome from David Bisley

GPUTC Principal

Dear Parent,

I would like to extend a very warm welcome to you and your child to the Greater Peterborough University Technical College. I hope this welcome pack provides you with all the information you need before your child starts with us in September.

The GPUTC is the only school in the area focusing on those who have a passion for STEM subjects (Science, Technology, Engineering and Maths) from Year 9 onwards. Our learners are creative problem solvers, they think outside the box, they are the innovators and leaders of tomorrow's technical generation.

The GPUTC is a unique learning environment that combines the academic elements of the best educational establishments with the professional expectations and standards of a workplace. We strive to equip all our learners with the knowledge, skills and behaviours required to be successful in the workplace in today's changing society.

Our specialist curriculum allows learners to combine compulsory core qualifications with STEM-based options that will best prepare them for their chosen career path. We are acutely aware however, that academic qualifications will only get you so far. Therefore, we invest heavily in developing the working behaviours and employability skills of our learners and we find opportunities for learners to display our values: Respect, Readiness and Responsibility.

The Royal Academy of Engineering defines Engineering as:

- a) Making things work, or
- b) Making things work better

This definition perfectly summarises the type of learner here at the GPUTC.

Some of our learners join us not knowing their career path, they are unaware of the options open to them and are unaware of the opportunities at their disposal. What they do know is they have a passion for STEM subjects, they are designers, they are critical thinkers who see problems and see solutions.

With the assistance and support of our sponsors who are a local demographical representation of the broad and vast opportunities of a career in STEM offers, our role with the assistance of these sponsors is to guide our learners, support them and direct them towards their optimum destination and career pathway.

Some of our learners join us already knowing the career path they wish to follow. Our role for these learners is to help them along the way, facilitate their journey, and ensure they are in the best possible position to be successful when they leave us.

We do this through high quality teaching and learning, through ensuring our students create positive relationships with each other, and with all people they encounter. We place our STEM subjects at the heart of everything we do, and of course as Engineers, Scientists and Technologists we strive for excellence.

No Engineer ever finished their first prototype and thought 'That's it, that's perfect'. We are no different, and we are not finished until every one of our learners is equipped and ready for the next stage in their journey.

Yours sincerely

David Bisley
Principal



General Information

On arrival at GPUTC on your child's first day at school they will be handed a Welcome Pack which will consist of their ID Card, lanyard and holder together with a Student Planner, map of the school, a copy of their timetable and their locker key.

It is mandatory for all students to have a locker for the duration of their time at GPUTC and it will be expected that their coats and any other items not required for their lessons are stored in here. Coats can only be worn during break and lunchtimes if your child is going outside. At no time are coats allowed to be worn whilst your child is in school.

The cost of the Welcome Pack is £20.00 and this is one off payment whilst your child is in Key Stage 3 and 4 or Key Stage 5. You will only be required to make this £20.00 payment again should your child move up from Key 3 and 4 to Key Stage 5. This will be payable via ParentMail or bank transfer once your child has started at GPUTC.

Canteen

During break and lunchtime students will have access to food provisions in our Canteen. All food purchased from the GPUTC canteen can be paid for by the following methods:

Contactless Payment

Apple Pay

Google Pay

Cash

GPUTC is currently reviewing its catering offer and once we have made this decision all information pertaining to this will be available to view on our website.

Students also have access to vending machines providing snacks and drinks (hot and cold) for them to purchase during breaks and lunchtime. They are currently operated on a cash only basis. The contents of the vending machines all meet the expected health guidelines set out by the Government.

Cycling to School

If your child will be cycling to GPUTC, on arrival at school they are to report to Reception who will then allow them into the school with their bike which can be locked up by your child and secured on the premises.

Medication

If you will require GPUTC to hold medication for your child which they will need to access regularly we would be grateful if you could contact our Administration Team at office@gputc.com to arrange a suitable time for you to come into school to complete the necessary paperwork for us to be able to do this.



Replacement Items

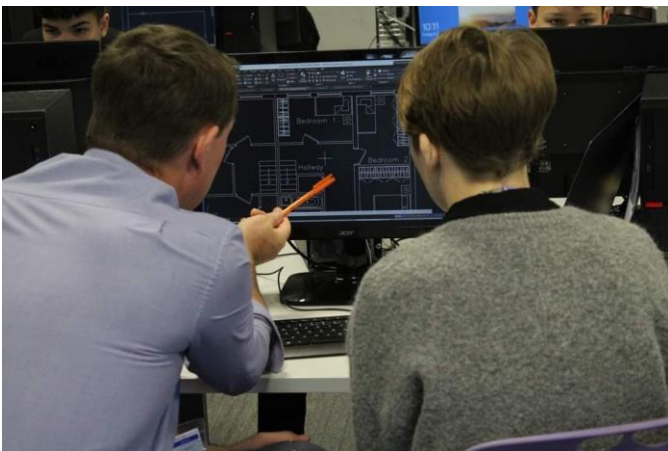
If at any point your child loses or damages any of the following:

- ID Card
- Lanyard
- Plastic ID Card Holder
- School Planner

They must report this to the Administration Team. These items can be replaced at a cost to yourself and these are available to be paid for on ParentMail.

ParentMail

ParentMail is currently GPUTC's preferred method of communication with our families. Once your child starts with us you will receive a notification from ParentMail inviting you to connect to it. Payments for trips, replacements, revision guides and other items will be expected to be made via ParentMail as GPUTC are a cashless school not accounting for GPUTC's Canteen. We will contact you to let you know when to expect your ParentMail link.





The Greater Peterborough UTC Day

Period	Times
School open to students: 08.00am	
Mentoring	09.00am – 09.30am
1	09.30am – 10.30am
Break: 10.30am – 10.50am	
2	10.50am – 11.50am
3	11.50am – 12.55pm
Lunch: 12.55pm – 1.30pm	
4	1.30pm – 2.30pm
5	2.30pm – 3.35pm
Departure and Movement Time: 3.35pm – 3.45pm	
Enrichment	3.45pm – 4.45pm
PRC Bus Departure	5:15pm
School closes to students: 5.30pm	

Term Dates 2020/2021

Autumn Term 2020	
Half Term 1 Start Date	<i>Friday 4th September 2020 – Year 9 Students</i>
	<i>Monday 7th September 2020 – Year 9,10 and 12 Students</i>
	<i>Tuesday 8th September 2020 – All Students</i>
Half Term 1 End Date	<i>Thursday 22nd October 2020</i>
Half Term 2 Start Date	<i>Monday 2nd November 2020</i>
Half Term 2 End Date	<i>Friday 18th December 2020 (Staff and Students)</i>
Spring Term 2021	
Half Term 3 Start Date	<i>Tuesday 5th January 2021</i>
Half Term 3 End Date	<i>Friday 12th February 2021</i>
Half Term 4 Start Date	<i>Monday 22nd February 2021</i>
Half Term 4 End Date	<i>Friday 26th March 2021</i>
Summer Terms 2021	
Half Term 5 Start Date	<i>Monday 12th April 2021</i>
May Day	<i>Monday 3rd May 2021</i>
Half Term 5 End Date	<i>Friday 28th May 2021</i>
Half Term 6 Start Date	<i>Monday 7th June 2021</i>
Half Term 6 Teaching End Date	<i>Friday 9th July 2021</i>
Bespoke Enrichment Fortnight	<i>Monday 12th July 2021 – Friday 23rd July 2021</i>

INSET Days

*Thursday 03 September 2020
Friday 23rd October 2020*

*Monday 4th January 2021
Monday 28th June 2021 (proposed disaggregated)*



Attendance

GPUTC students are expected to have an attendance of at least 96%. This figure is reflective of the minimum expectations our sponsors would be looking for from their apprentices and employees and the vast majority of our students meet this expectation.

Why attendance matters

National studies have shown that missing only 2 days a month will reduce your exam results by a whole grade. We know you have chosen to join GPUTC because your education is important to you so we expect you to work hard to maintain a good attendance rate.

How we support you with your attendance

Students who are not meeting the 96% expectation will initially be supported by the Student Welfare Team to increase their attendance. However, if this process is unsuccessful we ask parents to be involved, to avoid GPUTC pursuing more formal processes. These could include local authority intervention and fixed penalty notices. If these interventions continue to be unsuccessful, students may be at risk of losing their place at GPUTC.

Reporting an Absence

Your parents must contact the school each day that you are absent. You cannot report your own absence. Your parents can report your absence via:

1. ParentMail
2. Phone: 01733 715950
3. Email: office@gputc.com

If you need to see a doctor or a dentist, please try to make these appointments outside of school hours where possible. In all cases, you must show reception a copy of your appointment card or confirmation text message so we can record that in your attendance records. Please tell us about your appointment as far in advance as possible.

If you need to be absent for another reason, your parents should email office@gputc.com to discuss what you need to do to make sure your absence is authorised.

Holiday Requests

The law does not grant parents an automatic right to take their child out of school during term time. You must apply in advance and must be for **exceptional circumstances only**. If you need to apply for a holiday, you must fill out a **Holiday Request Form** (which is available on our website or from the Student Welfare Office) and return it to Reception. The school will only consider requests from parents with Parental Responsibility.



Uniform Code

The following business dress is deemed professional and appropriate at the Greater Peterborough UTC:

- A suit, smart trousers, trouser suit, skirt, skirt suit, or a dress, suitable for a professional environment (no denim, leggings, or chinos permitted).
- A long or short sleeved shirt of any colour or pattern.
- Where a formal, stiff-necked collared shirt is worn, students must also wear either a tie, a jacket or a jumper.
- A roll neck or turtle neck jumper. If this option is chosen no shirt is required.
- A top or blouse suitable for a professional environment. Tops should cover the shoulders, chest and stomach: low necked tops, vest tops and crop tops are not suitable. If a top is sheer, a suitable top must be worn underneath.
- Smart shoes or boots. A modest heel is allowed in non-workshop/non-sports environments.

Notes:

- T-shirts and polo shirts are not permitted.
- Jumpers must be plain; sweatshirts and hooded tops and other sportswear are not permitted inside the building.
- For formal events, a tie must be worn with this style of shirt (advance warning will be given).
- Skirts & dresses should be of formal style, not skin tight and be no shorter than the top of the wearer's knee.
- Blazer style jackets are optional for female students.
- Any words or diagrams on clothing must be discrete and must not be offensive or seen to be offensive (the final decision lies with the Director of Support).
- Open shoes are not suitable for workshop or classroom environments and are therefore not permitted for students or classroom/workshop-based staff, any form of training shoe and flip flops are not suitable in any part of the building.
- Other shoes/boots may be determined to be unsuitable: for students, this is at the discretion of the Director of Support; for Staff, this is at the discretion of the Principal.
- All outdoor wear must be removed and stored in a locker once inside the building.
- Make up should be subtle.
- Where jewellery is worn, it should be small, discreet and may be required to be removed in a workshop/PE environment.
- GPUTC-issued lanyards must always be worn around the neck unless instructed to remove them (this may be required in workshops or during other practical sessions where the lanyards may pose a health and safety risk).
- For students and staff who work in workshop environments and other practical settings, nails should be kept short enough to safely operate machinery and other tasks.
- A sports-appropriate change of clothing and footwear must be brought for PE lessons. You may not arrive in school in sportswear. No inappropriate slogans or images may be worn.

The above stands as professional guidance to Students and Staff. The list is not exhaustive and other items may be deemed inappropriate. For students, this is at the discretion of the Director of Support; for Staff, this is at the discretion of the Principal.



Mobile Phones

In line with our professional standards and student Code of Conduct, students are permitted to use mobile phones within GPUTC, as long as the following professional expectations are followed:

1. Mobile phones and headphones may be used in the following areas of school only:
 - * The canteen
 - * The Event Space
 - * Outside the front or back of the school
 - * For 6th form students only, both study areas

These areas are clearly identified by “Mobile Phone Zone” posters.

2. Mobile phones or headphones can only be used during the following times:
 - * Years 9 to 11: before 9am, during morning break, during lunch, after school
 - * Years 12 and 13: as above with the addition of independent study periods

Phones and headphones are not to be seen between lessons 1-2 and 4-5, irrespective of their location.

Where students fail to meet these expectations, the following sanctions will be put in place:

1. Phones or headphones that are seen or heard outside of these times and locations will be immediately confiscated. Confiscated items will be kept securely in Reception and can be collected by the student at the end of the school day.
2. Further sanctions will be put in place for students who repeatedly fail to use their phone and/ or headphones appropriately. This may include individual students being required to hand their phone in when they arrive on site.

Students bring phones and headphones into school at their own risk. The school will not be held responsible for any damage or theft of either of these items whilst on or off the school premises.



Getting ready for September!

In order to be as prepared as possible for your arrival in September we have created this starter tick list so you don't miss anything out.

- Accept your offer to attend GPUTC – you can do this by emailing applications@gputc.com or logging onto your application portal.
- Send us a photo ID that you are happy for us to use on your ID card - you can do this by emailing applications@gputc.com or logging onto your application portal.
- Upload at least one current school report to your application portal (unless we have specified differently) or send it to applications@gputc.com
- Confirm your option choices in your application portal (Year 10 and Year 12 only)
- Complete the student information form in your application portal (available from 22nd June to all students who have accepted their offer)
- Complete the transport [information form](#) and return this to office@gputc.com
- Like and Follow our social media channels and join our Parents Facebook Group to stay up to date with all things GPUTC.

[FACEBOOK](#) - [TWITTER](#) - [INSTAGRAM](#) - [GPUTC PARENTS FACEBOOK GROUP](#)

- Prepare the students new business dress uniform ready for September. *Please see page 5 for our uniform code.*
- Ensure the student has all the correct equipment ready for their first day of school.
- Enrol on GCSE Results day - *Year 12 applicants only.* We will send you more details on this process shortly.

If you have any queries about anything in this booklet please email office@gputc.com or call 01733 715 950

