

Dear parents and carers,

I would like to take this opportunity to remind all students and their families that students are expected to attend UTC every day from 8.40am until 3.50pm (with an earlier finish on Fridays at 2.10pm).

All students should register with their tutor at 8.40am every day. The tutor programme runs from 8.40-9am every day and every student is expected to attend; this programme covers Current Affairs, weekly seminars, Personal, Social and Health Education and mentoring.

Students are expected to attend UTC every day from 8.40am-3.50pm. Lateness and absence has such a negative effect on students' learning. Please discuss the importance of being at school by 8.40am every morning with your child and reinforce the importance of good morning routines. Sanctions will be in place for students who are persistently late to school next half term.

I thank you in advance for your support with this and look forward to recognising and celebrating excellent punctuality and attendance from your child and all our Year 10 and 11 students. Please do not hesitate to contact your child's tutor if you would like to discuss this further.

Best wishes

Ms Miah
KS4 Pastoral Lead