

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 3pm (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.

All students are then expected to attend lessons until 3pm (2.10pm on Fridays); these are a combination of taught lessons and supervised independent study sessions. Students may leave site at lunchtimes to purchase food offsite however every student is expected to return for their afternoon lessons and/or independent study Mondays-Thursday every week.

Students are expected to attend UTC every day from 8.40am-3pm. 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. Students who are persistently late to school next half term will risk losing the privilege of finishing at 3pm Mon-Thursday and 2.10pm on Fridays and will also have other sanctions put in place.

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 sixth form students. Please do not hesitate to contact your child's tutor if you would like to discuss this further.

Best wishes

Ms Kibela-Purnell  
Assistant Principal