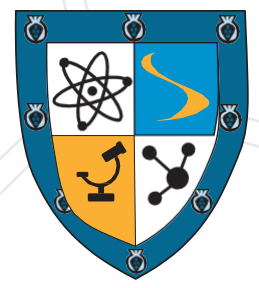




HEALTH
SCIENCES

ENGINEERING
TECHNOLOGIES



UNIVERSITY
TECHNICAL COLLEGE BOLTON

University Technical College Bolton Essential Guide



Welcome to our Essential Guide to UTC Bolton

UTC Bolton will provide an outstanding technical and academic education for 14-19 year olds where every student, through personalised learning and clear goals, will stretch their boundaries and learn more than they thought possible in order to create the next generation of scientists, healthcare practitioners, engineers and entrepreneurs.

Your future starts here.

Our Promise

Our promise – on successful graduation, UTC Bolton guarantees for all its students a professional employment place, a university place or further learning.

- Your dreams
- Your future
- Our challenge
- Our promise

Your Academic Team and Mentor

Every student at UTC Bolton has an Academic Team and Academic Mentor. This is much more than a tutor group and form tutor. Year 12 students are organised into Academic Teams on the basis of their intended career destination and chosen pathway.

Welcome to your Academic Team

Year 10 Academic Team	Year 10 Academic Mentor	Year 12 Academic Team	Year 12 Academic Mentor
10 U	Mr Dickson	12 Engineering Technologies	Mr Kenyon
10 T	Mrs Swainston	12 Medicine, Dentistry & Veterinary Science 1	Miss Howard
10 C	Ms Brunt	12 Medicine, Dentistry & Veterinary Science 2	Mrs Hansraj
10 B	Miss Broli	12 Medicine, Dentistry & Veterinary Science 3	Mr Jones
10 O	Miss Thompson	12 Life Sciences & Pharmacy	Miss Sohail
		12 Health Sciences	Mr Chapman

These staff should be the first point of contact for you and your parents and carers. Your Academic Mentor will be pivotal to your success as a student - monitoring, guiding and supporting you in both academic and pastoral areas. They will:

- Monitor and track student academic progress.
- Coach students through difficulties and help them to exceed their expectations.
- Develop students to become independent life-long learners.
- Support the brokering of the 'Promise' to ensure successful graduation from UTC Bolton.
- Signpost students towards opportunities both within the UTC and externally that will enhance them as individuals as well as build their future by significantly enhancing their personal statement and CV.
- Academic Mentors will support students through sixth form applications and the UCAS process.

The UTC Day

The UTC day is different. This is to provide the time necessary to support the delivery of the UTC promise.

	MONDAY, TUESDAY & WEDNESDAY	THURSDAY	FRIDAY
UTC Bolton opens for students and staff from 08:30	Breakfast & Intervention Clubs		
Learning 1 – including morning registration	09.00 – 10.40 (100 mins)	09.00 – 10.40 (100 mins)	09.00 – 10.40 (100 mins)
Break	10:40 - 10:55 (15 mins)	10:40 - 10:55 (15 mins)	10:40 - 10:55 (15 mins)
Learning 2	10:55 – 12:25 (90 mins)	10:55 – 12:25 (90 mins)	10:55 – 12:25 (90 mins)
Assembly, Daily Contact & Innovate or LUNCH for Year 12 & 10	12:25 – 12.55 (30 mins)	12:25 – 12.55 (30 mins)	12:25 – 12.55 (30 mins)
Assembly, Daily Contact & Innovate or LUNCH for Year 13 & 11	12.55 – 13:25 (30 mins)	12.55 – 13:25 (30 mins)	12.55 – 13:25 (30 mins)
Learning 3	13:25 – 14.15 (50 mins)	13:25 – 14.15 (50 mins)	13:25 – 14.15 (50 mins)
Learning 4	14.15 – 15.05 (50 mins)	14.15 – 15.05 (50 mins)	14.15 – 15.05 (50 mins)
Break	15.05 – 15.20 (15 mins)	Students leave at 15.05 or attend optional enrichment programmes	No Break on a Friday
Learning 5	15:20 – 16.10 (50 mins)	Staff Briefing & Professional Development Cycle 15.15 – 17.00	15:05 – 16.00 (55 mins)
Close of formal learning	16:10	15.05	16.00
Enhancing performance through intervention – support & challenge workshops	16:10 – 17:00	No sessions	No sessions

Enhancing Performance through Support and Challenge Workshops

Support and challenge workshops operate on Monday, Tuesday and Wednesday between 16:10 and 17:00. Different subjects operate on different days. The programme for these workshops operates over a two week period and encourages students to mix and match their attendance at the sessions offered. Some sessions also operate in the morning.

Mon 1	Tue 1	Wed 1	Mon 2	Tue 2	Wed 2
English	Geography & History	MfL	Mathematics	Science inc Biology, Chemistry & Physics	Computer Science PE Business Psychology Health & Social Care

Students will be invited on an individual basis if they need to attend and parents and carers will be informed in advance. Your Academic Mentor will also advise you as to which sessions you should be attending. For the very latest information about the scheduling of these sessions parents should visit the website - <http://utcbolton.org/support-and-challenge-workshops/>.

The 2016 – 2017 Academic Year

(Colour coding: UTC Bolton Staff Induction UTC Bolton Year 10 & Year 12 Student Induction UTC Bolton Holidays UTC Bolton Term Dates
Bank Holidays Professional Development Days)

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T						
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Sept				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Oct						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Nov		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Dec				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Jan						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Feb			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						
Mar			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Apr						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Jun				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Jul						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Year 10 Enrolment 18, 19, 22 and 23rd August

Year 12 Enrolment 25 – 27th August

Staff Induction

Year 10 & Year 12 Start on Tuesday 6th

Eid-al-Adha

Year 11 & Year 13 Start on Monday 12th September 6th

3 additional holiday dates to be confirmed for Eid-Ul-Fitr. Students will need to attend any external exams.

Every Day is an Interview

Our behaviour policy is different to traditional schools – this is because we are a genuine workplace environment. Every day is a potential interview. Regular visitors to UTC Bolton will include Senior Executives from our sponsors and partners as well as admission tutors from leading universities. First impressions can and do count in the modern world. One day...our visitors and guests will be your employers.

Students and staff make a number of commitments:

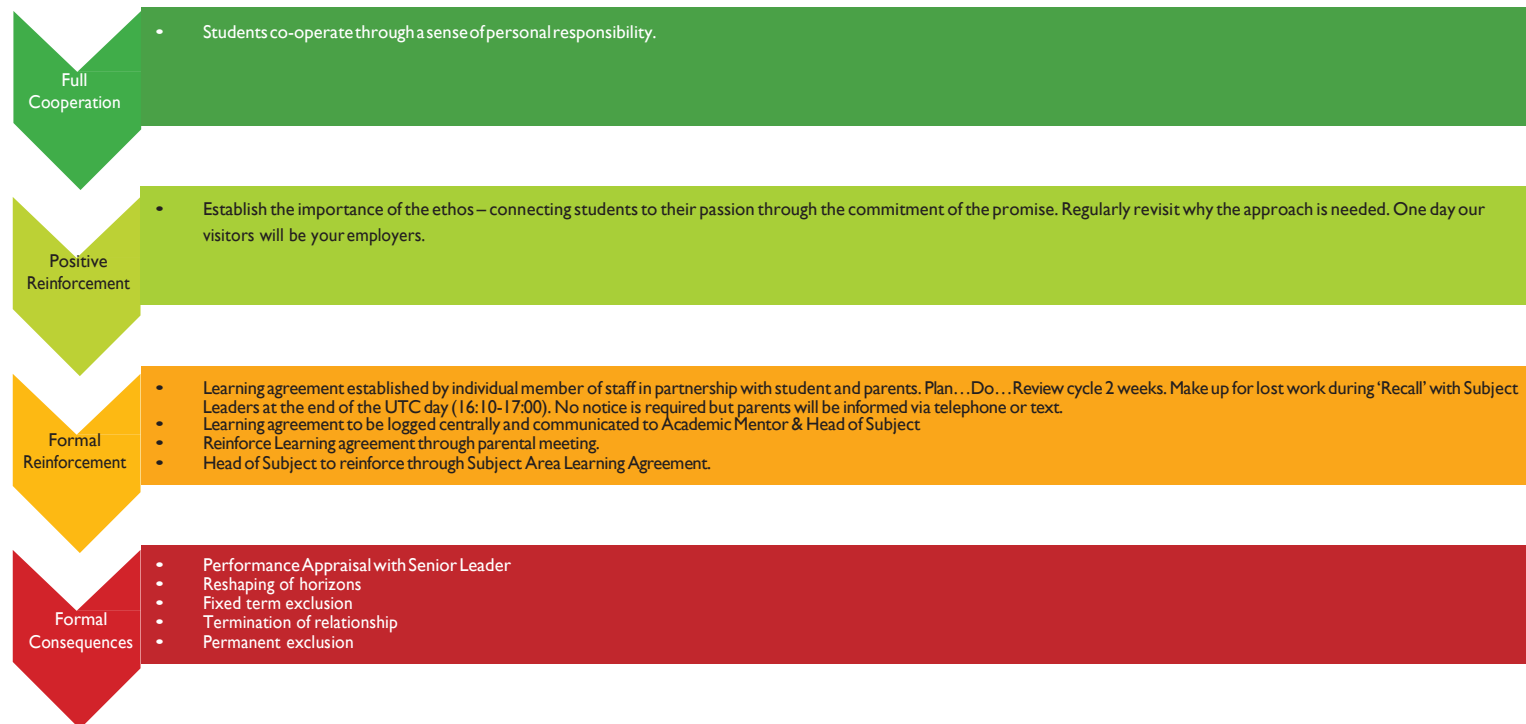
Commitment	Students	Staff
Safe environment	I will protect the environment and never litter or damage property. I will not bring into the UTC anything that might do harm or damage things.	We will build a safe and secure community based on excellent relationships, respect, care and opportunity for all.
Dress for success	I will follow the dress code and dress professionally at all times.	We will model the professional dress expectations required in a professional workplace.
Attendance and punctuality	I will take responsibility for meeting my attendance target of at least 98% and ensure that I attend every meeting and learning opportunity on time.	We will lead by example and ensure we hold student accountable for their attendance and punctuality.
Progress	I will know my agreed targets in all my subjects and ensure that I am doing all I can to exceed these.	We will give you meaningful feedback that helps you make progress and improve. We will ensure that you receive regular updates on your progress and have regular opportunities to discuss these.
Professionalism	I will display a professional working ethos when in class by following basic rules that promote successful learning and support a safe environment e.g. respecting other learners and staff, not using my mobile phone unless asked, not having chewing gum or fizzy or energy drinks or eating during learning.	We will use agreed structures to support all learner and consistently build a professional learning environment.
Aspire	I will develop deep knowledge and understanding of the world around me so that I can become an active citizen capable of changing the world.	We will provide the very best teaching methods and utilise the most relevant learning technologies to support you to exceed your expectations and become an expert in your chosen field.

As a workplace based environment the key question is:

Would this be acceptable in a workplace?

If the answer is no... then the behaviour is not acceptable at UTC Bolton.

The policy operates with the expectation of full cooperation through a sense of personal responsibility to graduate and achieve the UTC promise. However, there are informal and formal consequences:



Dress for Success

UTC Bolton is a place of work, and we are proud of our distinctive uniform and business attire. We expect you to wear it smartly at all times because as an adult at work there is an expectation that you will look professional. Since one of our jobs is to prepare you for adult life, we believe in getting you into the habit of looking professional from the very first day you join us.

All Students

- Headscarves/hijab worn for religious reasons must be black or navy.
- Any bobbles, clips etc, must be plain.
- One set of earrings only, must be studs. No other piercings are permitted.
- No jewellery. Wrist watches are permitted excluding smart watches.
- No makeup including fake tan.
- Nail varnish, false nails, false eyelashes, visible piercings or body art are not permitted.
- UTC lanyard and ID pass must be worn at all times.
- The outer coat or anorak, and scarf may be any colour, but without slogans or pictures. Any motif/trademark should be small enough to be covered by the equivalent of a credit card. Denim coats and tracksuit tops are not permitted.
- No extreme hairstyles or non-natural hair colour. Long hair must be tied back for Health and Safety reasons.
- Mobile phones must be switched off, and out of sight (including ear-phones) in all UTC buildings – if a student uses a mobile phone in a UTC building or lesson (without the expressed permission of a teacher for the purposes of learning), it will be confiscated and only returned at the end of the UTC day.
- Students are allowed access to water and non-fizzy drinks.
- No skinny/tight trousers or jeans, track suit bottoms, culottes, ski pants, leggings or jeggings.
- No shorts.
- No caps/hats.
- No chewing gum is permitted.
- The UTC reserves the right to make individual decisions about the suitability of your appearance and will advise you if your appearance is not suitable.
- Wear appropriate shoes.



Year 10 and 11 - UTC Uniform with blazer

- Plain white collared shirt/blouse. This must be tucked inside of trousers or skirt.
- Plain black flat shoes – no logos and no open toe. No trainers and no trainer brands.
- Knee high socks white socks for girls.
- Black/grey/white socks with trousers.
- Tights may be worn these must be plain black with no pattern.
- Pullover or jumper is optional. This must be charcoal grey in colour and plain.
- Skirt length must fall on the knee or two inches maximum above the knee.
- No caps/hats.

PE Kit

- Year 10 and 11 only
- UTC Bolton actively encourages students to engage in sporting activities and consequently we have developed a range of options from which students can select in order to feel comfortable.
- Female students may wear a tracksuit, polo or round neck t shirt with gym slip or shorts. Black/grey/white socks
- Male students may wear a tracksuit, polo or round neck t shirt with shorts. Black/grey/white socks
- Training Shoes – Black (no canvas pumps, converse etc) for both male and female students
- Core PE is taught in single sex groups.
- Valuables should be lodged with the teacher in charge during PE lessons. All specialist clothing e.g. P.E. kit must be marked with your name to enable it to be returned to you if it is mislaid.
- *PE kit can only be purchased directly from the UTC. Please complete this form and return to student services reception. Prior to opening the form can be sent to reception@utcbolton.org*

All Year 10 and Year 11 students require a PE kit of their selection as outlined above.



Year 12 and 13

Smart business attire in black, navy or grey.

For male students this must be a suit with tie, lanyard and lapel pin.

For female students this must be a smart dress, trouser suit or skirt and suit jacket with lanyard and lapel pin.

- Plain black flat shoes – no logos and no open toe. No trainers and no trainer brands.
- The UTC has ties and scarfs available to compliment your business attire. Students may wear their own tie or scarf but these must compliment the chosen colour of dress and not display logos or trademarks.
- Tights may be worn these must be plain black with no pattern.

Business attire is worn during educational visits except when specific clothing is required.

Parents may wish to make an application to vary the uniform on the basis of personal beliefs and values. Requests must be made directly to the Principal.

Attendance & Punctuality

Every student at UTC Bolton matters. The most important factor contributing to success at UTC Bolton is at least 98% attendance. The link between attendance and attainment is firmly established. Those students who attend more achieve greater qualifications and are more able to access higher education, employment or training.

A separate leaflet is enclosed.



Key Contacts & Where Can I Get Help?



Food and Nutrition

The Bistro on the ground floor of our building provides a café service throughout the day with a breakfast, break and lunch menu. All refreshments and food are provided by Catering Academy Ltd. Students pay for refreshments and food using a cashless catering system. Money loaders are available within the building. These enable students to transfer money in the form of coins and notes onto their account. Parents are also able to use an online portal in order to credit student accounts. Students entitled to free school meals will need to provide proof of entitlement at enrolment and will be allocated sufficient money for a meal deal (This will include a hot or cold meal option, drink and dessert item). Entitlement will normally be in the form of a letter issued by your local authority or council. Students with a free school meal entitlement can purchase additional items at cost but the monetary value of the free school meal deal allowance cannot be transferred from one day to another.

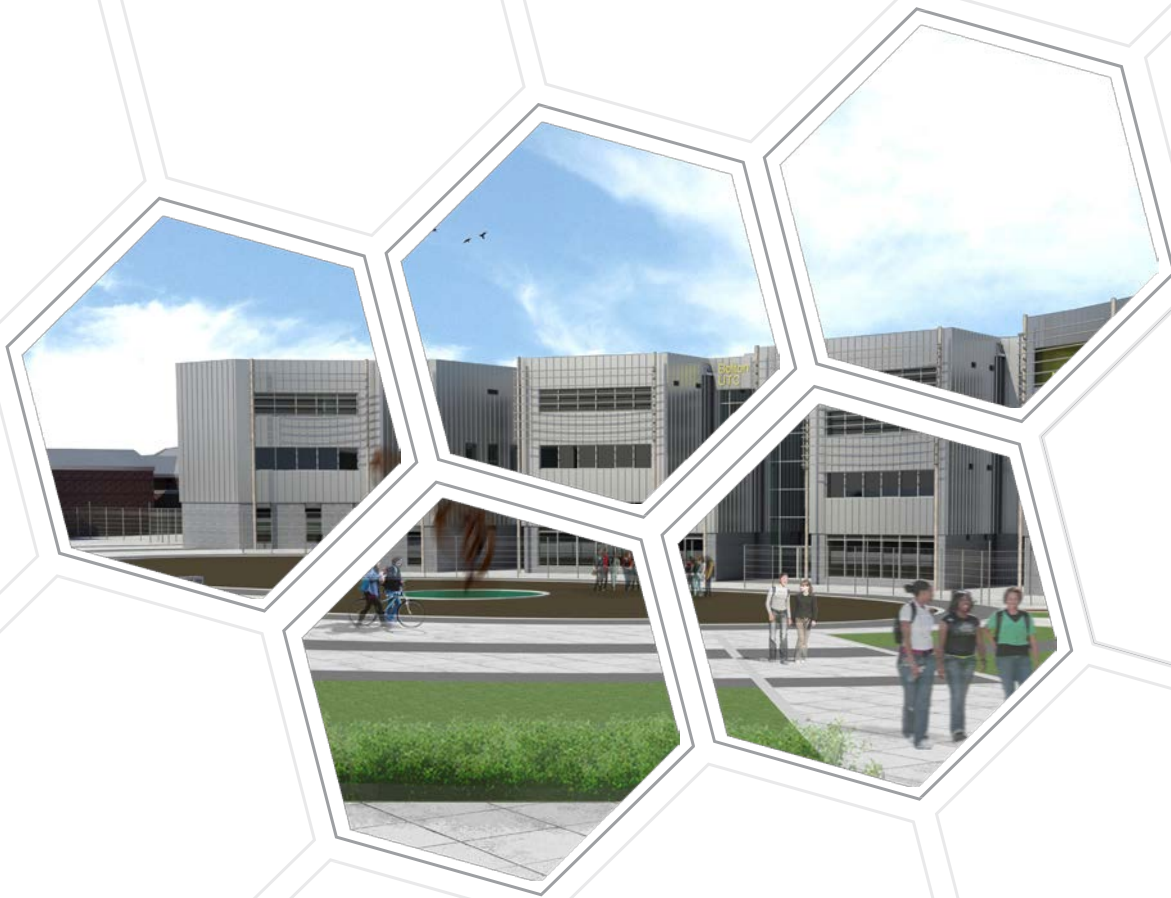
Students including those in Year 12 and 13 are not permitted to leave at lunchtime.

All dietary requirements are catered for including halal.

Payments for Refreshments, Meals, Trips and Visits

Parents will also be able to use an online portal in order to credit student accounts for refreshments, meals, trips and visits. Further details will be confirmed in September.

For those parents and carers that prefer money - any monies should be taken to the UTC Main Reception or the Student Services Reception on the Ground Floor. You will always be issued with a receipt for the amount submitted.



Outstanding - everyone, everything, every time