

UTC PLYMOUTH

Learning Contract

Our college is a place where students will have the opportunity to focus on their chosen studies. STEAM will be at the centre of everything we do. With joining a new school, I know there will be lots of questions that you will want answered before our start of term in September. Please refer to the handbook for further details. We pride ourselves on offering a personalised and supportive transition, so contact us if you have any questions. Students are expected to conduct themselves in a professional manner and follow our core values of: Respect, discipline, professionalism, dedication and resilience.

Attendance

Our expectation is that all students will maintain 100% attendance. Attendance to both briefing and lessons will be formally monitored. Please refer to your welcome pack for further guidance on attendance. Students at UTC Plymouth are expected to:

- Attend college briefing and all lessons punctually.
- Inform the college of any absence by ringing reception or emailing attendance@utcplymouth.org.
- Sign-out at Reception if leaving due to illness.
- Ensure that any work/assignment missed is completed on return from a period of absence.
- Arrange dental, medical and any other appointments outside timetabled lesson times wherever possible.

Study and Extra-Curricular Participation

- Prepare fully for **ANY** formal assessments to ensure progression throughout the year
- Ensure that any homework/work/assignment/coursework drafts and coursework set is completed on time in agreement with the subject teacher.
- Participate fully in **ALL** activities specifically arranged by faculties.
- Represent the college, if selected, in STEAM, employer engagement or other extra-curricular activities.

Regulations and Procedures

- Behave in an appropriate manner as specified in the **UTC Behaviour Policy**.
- Dress professionally and appropriately for studying using the **UTC dress code**.
- Follow the college mobile phone policy (refer to student handbook)
- Keep college areas litter free and treat facilities with respect at all times.

Plagiarism

Plagiarism is taken very seriously, especially if it is connected with coursework or controlled assessment work. Plagiarism can result in an exam board cancelling a student's exam entry and refusing to award a grade. Students who engage in plagiarism at **UTC Plymouth** not only risk having their exam papers and coursework disallowed by the exam board but also risk being unable to return to **UTC Plymouth** for 6th Form.

Progression Policy

Entrance into UTC sixth form is dependent on meeting the minimum entry requirements as specified in the sixth form pathway guidance and behaviour at Key Stage 4. Recommendations for Apprenticeships will be dependent on the student's positive impact on college life, behaviour, attendance and academic progress.

Assessment Policy

UTC Plymouth has an Assessment Policy which states that every student will be allocated a target grade for every course using nationally agreed data and based on their previous grades. This grade will then be used to judge whether a student is making progress from term to term on their chosen courses. Any student, whose performance falls below their target grade, will be expected to attend intervention sessions.

Anti-bullying

At UTC Plymouth, we have a strict zero tolerance stance on bullying. Bullying may be defined as “deliberately” hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional. The use of mobile phones, email and web-based chat-rooms has led to the rise of cyber-bullying, which may be defined as the ‘sending or posting of harmful or cruel text or images using the internet or other digital communication devices. We take all aspects of bullying seriously and all cases will be investigated.

UTC Plymouth believes that the college, student and parent/carers **ALL** have an important part to play in making a student’s career at UTC Successful. **For this reason we ask parents/carers to read the following undertakings listed below and ask us if you have any questions.**

* Please note that UTC Plymouth is a non-smoking site.



LEARNING CONTRACT AGREEMENT

This signed sheet will be returned to college and kept on file. The remainder of this document can be kept by the student and parents at home for reference purposes.

I (student name): _____ accept the Home/College Learning Contract and agree to abide by the guidelines and policies in addition to whole college rules.

Signed: _____ Date: _____

Parents recognise their responsibility to:

- Fully support the ethos of the college
- Ensure that their child attends college achieving 0% unauthorised absence and arrives on time
- Inform the college immediately of any absence due to illness
- Fully cooperate with the college in upholding the high standards of business dress
- Attend parent consultations and other meetings
- Inform the college of any special circumstances that may affect progress

Signed: _____ Date: _____

College agrees to:

- Provide a happy, considerate and inspiring environment
- Adhere to the highest standards of conduct
- Ensure an innovative, employer led curriculum which is broad, balanced, challenging and relevant
- Manage issues in a professional, fair and consistent manner in accordance with the college policies
- Provide a variety of study facilities
- Foster strong communication with parents/carers
- Acknowledge and praise achievement
- Provide guidance on learning/ study techniques
- Provide regular assessments of performance, opportunities for self-assessment, and target setting
- Provide opportunities for the student to get involved in the life of the college

Signed: _____ Date: _____



UTC PLYMOUTH POLICIES

VERSION CONTROL SHEET

POLICY NAME: UTC Learning Contract

Policy Prepared by: Gemma Laing

Document date	Filename	Mtg submitted	Summary of changes required
3/12/21		SLT	