

Dear Parent/Carer,

It is fantastic news that your child has been allocated a Year 7 place at UTC Plymouth for September 2024!

On behalf of our entire staff and student body, we would like to welcome you to our UTC family.

Listed below you will find lots of useful information in preparation for your child's transition to UTC Plymouth.

Introducing the Transition Team

The Transition Team is currently in communication with all of our partner primary schools to transfer key information from your child's class teacher. This will enable us to find out as much as we can about your child to make their transition to secondary school as smooth as possible.

The Transition Team are:

Nathan Tills - Transition Lead
Esther Knight - SENCo
Rachel Miller - Designated Safeguarding Lead
Rebecca Avery - Student Support Worker, SEND Focus
Geoff Searl - Transition Administrator

Induction Events

We will host our first Year 7 transition day on **Wednesday 3rd July 2024, 9.00am - 3.15pm**. Students will experience the school day and will have time to get to know both our procedures and staff. Further details of the day will be provided nearer the time by emailed letter.

A transition booklet has also been created which is full of information for you and your child to go through. This can be found on our website - <https://utcplymouth.org/transition>

Starter Packs

Starter packs are included in this information pack and will need to be completed and returned to the UTC Plymouth Reception by **29th April please**. This will allow us to get your child/children set up on all our systems ready for their start in September 2024.

Parent and Student Evening Event

We will be hosting a presentation evening on **Thursday 6th June 2024, 4.30pm-6.00pm**. This will provide an opportunity for you and your young person to meet some key staff for a coffee, followed by a presentation.

Parent Portal

Here at UTC Plymouth, we use Arbor as our main information system. This system also provides a parent portal app that will allow you to track your child's behaviour, attendance and much more. Login details with instructions on how to access this system will be provided once your child has started..

ParentPay

We operate a cashless payment system which some of you may be familiar with already

called Parentpay. Details of how to activate your child's account will be provided in your College Information Pack with you being able to pay for items such as lunch, activities and resources.

Uniform

Westcountry Embroidery are the suppliers of our school uniform. They regularly deliver to the school and are based in Saltash. A separate letter regarding uniform will be sent out and it will include details of a pop-up shop that we will host, where your child will have the opportunity to try on a uniform ready for ordering for September. Here is a link to the uniform website - <https://utcplymouth.org/uniform>

Key Dates

Starter Pack Return by date	29th April - School Reception
Presentation Evening	6th June 16:30 - 18:00 @ UTC Plymouth
Year 7 transition day	3rd July 09:00 - 15:15 @ UTC Plymouth
Uniform pop up shop	3rd July 15:30 - 15:00 @ UTC Plymouth

We will keep you updated directly through letters or email but please also refer to our website where we will post the latest transition information. In the meantime, should you have any questions, please do not hesitate to contact our Transition Team (transitions@utcplymouth.org).

Warm wishes,

Nathan Tills
Transitions Lead
UTC PLYMOUTH

UTC Plymouth, Park Avenue, Devonport, Plymouth, PL1 4RL

t: 01752 284250

e: reception@utcplymouth.org

w: www.utcplymouth.org



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