

9<sup>th</sup> July 2025

Dear Parent/ Carers,

We look forward to welcoming you to the 2025-26 term, we will be operating a staggered start to college to allow for the smooth integration of new students before current students attend.

**Tuesday 2<sup>nd</sup> September 2025 – New Year 9 students and Year 12 students, including any previous year 11 students, *only*. Arrival for 08:45. (Year 10,11,13 remain at home).**

**Wednesday 3<sup>rd</sup> September 2025 – All students in attendance Years 9-13. Arrival for 08:45.**

On the 3<sup>rd</sup>, all students will have at least one taught lesson in addition to introduction sessions and assembly and should come equipped for all eventualities – including PE.

Students will be issued with a timetable and a planner – by the end of the week all parents and students will be given logins and directed to use the MCAS Bromcom app; all attendance, behaviour, timetable and reporting information, including the weekly newsflash is communicated through this.

#### **The standard college day:**

All Students arrive 08:30 for an 08:45 start and a 16:00 finish.

**From Sept 2025 - the scheduled student finish (half-day) is each Tuesday (including the first day) at 13:30. This is a change from Wednesday in the summer term last year.**

I would like to take this opportunity to inform our new and existing students and parents /carers of our uniform expectations.

#### **Business Dress Code from September 2025**

Year 9, 10 & 11 learners will wear a standard suit of charcoal grey colour, white shirt and a Scarborough UTC tie. Our preferred supplier is Yorbrand. **No skirts are permitted.** Trousers must be loose fitting, as a guide you should be able to drop a coin from the waist and it fall with ease to the ankle. No zipped or external pockets are allowed, neither are leggings.

As a college that places a great deal of importance on professional values, it is considered imperative that all students adhere to the position laid out below. Each day, all students will be inspected before entering the College, where infringements occur we will offer alternative uniform to wear. Jewellery items will be confiscated and stored safely at the front of school for the student to collect as they leave. 3 infringements of the same type will require parents to attend college to collect items. Students who refuse to comply with our expectations will be placed in Reflections if the situation cannot be rectified before entering college.

#### **Belts**

Belts must be plain black with a non-branded, plain buckle and no studs or ornament.

## Footwear

Shoes are required to be leather / leather look and contain no patterns or branding. Shoes which could reasonably be viewed to be trainers will not be allowed. As a guide, shoes have a hard sole and trainers have a spongy sole. Boots are only to be worn if they are covered by trousers. All students in the workshop must wear steel toe capped boots.

## Ties

SUTC ties must be worn at all times. The tie must be tied such that it covers the majority of the chest. The tie knot should not be overly large. In workshops the tie is removed for Health and Safety.

## Lanyards

Lanyards must be worn by all students at all times. If a student loses their lanyard, they must be replaced urgently, they can be purchased via my child at school app payment system.

## Jewellery

**No jewellery of any type is permitted.** An analogue watch (one with hands) may be worn provided it does not have smart/Bluetooth functionality. No digital devices can be worn.

**If a student is thinking about getting a piercing this must be completed over the summer holidays such that all holes created can sustain themselves without a jewellery item. Covering up with a plaster is not permitted. Clear plastic jewellery is also not allowed.**

## Nails

Students must have natural unpainted nails only.

Nails should be kept short, maximum 2mm above the nailbed, protecting the transfer of infection, preventing accidental scratching in PE lessons and possible painful snapping. It ensures that all physical activity in the workshop/health suite can be undertaken safely – e.g. handling of knobs, CPR on dummies etc.

## False Eyelashes

No false eyelashes can be worn as these are a fire risk and there is also an increased risk of infection.

## Hair Styles

Hair colouring must be subtle and in natural colours – no pinks, reds, blues, two tone colour patterns or dip dye. The hair style chosen must be professional.

## Make-Up

No make-up of any type is permitted, this includes fake tan.

## **Sixth form uniform**

Smart working dress is expected at all times – this may be a suit, it may be tailored trousers or skirt and smart polo shirt or blouse. Smart jeans without tears or dyed effects may be worn. Tops must have a collar/rolltop. Sixth Form students should not wear casual clothes e.g. T-shirts, leggings, hoodies or tracksuits. Neither are shorts or strappy tops acceptable when the weather is warm.

Sixth form footwear follows the main college expectations – not trainers

For all commercial/employer events we request that Sixth Form wear a formal suit jacket. We are confident that you will support the College in ensuring we all present ourselves to the community proudly in a consistent uniform.

## **Equipment**

We expect all students to attend school fully equipped. This means at least one black pen and pencil, a ruler and a calculator. It is also helpful to have a geometry set, a rubber, pencil sharpener, glue stick, scissors and a highlighter, although if essential these will be supplied. Every child must also carry with them a reading book, this should not be a revision guide or a magazine. We would recommend a sturdy bag in which to place books that go home for homework etc.

## **Lockers**

Lockers for the year ahead have already been allocated. We strongly encourage the purchase of a padlock with a key (combination padlocks can often be “worked out” and are therefore less secure). Lockers are not to be mistaken for wardrobes, all clothing should be correct and worn at the point of entry to college, including blazers and footwear; thus a “it’s in my locker approach” will incur sanctions.

## **Phones**

Please remember that no phone is permitted on the child’s person throughout the college day, it should remain, turned off, in their locker. Should emergencies occur, the child can always make contact with home via reception.

I look forward to welcoming new and existing students back into college at the start of September.

Yours sincerely,

**Helen Dowds Principal**

