



LDE UTC LEARNER GUIDE 2025-2026

Please Keep This Guide

ABOUT THIS GUIDE

Starting a new academic year in a new college is very exciting, a time to take ownership of your own learning and a fresh start. Furthermore, it is an opportunity for you to achieve the best possible educational outcomes, fulfil your own personal goals and ensure that you grow into a well-rounded person with a great wealth of opportunities ahead of you.

This handbook is designed to help you get started and then use as a reference point whilst you are here at the LDE UTC. It also contains very useful information which will allow you to plan ahead successfully and get acquainted with the college policies, procedures and expectations. You can of course find our full policies on our website or feel free to speak to us directly for further clarification.

IN THIS GUIDE YOU WILL FIND INFORMATION ABOUT:

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1. VISION AND VALUES

Passionate about everything we do

We commit ourselves wholeheartedly to everything we do. We approach our work with enthusiasm, energy and positivity. We do what we do because we love it and this passion shines through.

Reach higher, be better

We are always learning and challenging ourselves and each other, to be the very best we can be. We have the courage to improve the way we work and exceed expectations.

Be respectful and value everyone

We take time to listen to each other and treat people in the way they want to be treated. We are supportive, inclusive and recognise everyone has their own skills and experience to offer. All our family has a voice.

Take care

We look after ourselves, our colleagues and our community. We have a zero-compromise approach to health, safety and well-being.

Take ownership

We take responsibility and never walk on by. We are proactive – focusing only on solutions instead of problems.

Be proud, be seen

We celebrate our past, we are proud of what we do today, and we are excited about our future.

2. COLLEGE TERM DATES AND CALENDAR HIGHLIGHTS

LDE UTC TERM DATES 2025 - 2026

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

Teaching days
Flipped learning
Bank Holiday
INSET
Results days

Term 1	Year 9	Tuesday 2nd September
	Year 12	Wednesday 3rd September
Term 2	All others	Thursday 4th September - Friday 17th October
	Flipped learning:	Monday 20th October - Friday 24th October
Term 3	Holiday	Monday 27th October - Friday 31st October
	All	Monday 3rd November - Friday 19th December
Term 4	Holiday	Monday 22nd December - Friday 2nd January
	All	Tuesday 6th January - Friday 13th February
Term 5	Holiday	Monday 16th February - Friday 20th February
	All	Monday 23rd February - Friday 27th March
Term 6	Eid	Friday 20th March TBC
	Holiday	Monday 30th March - Friday 10th April
Term 7	All	Monday 13th April - Friday 22nd May
	Holiday	Monday 25th May - Friday 29th May
Term 8	All	Monday 1st June - Friday 17th July
	Work experience	Monday 13th July - Friday 17th July
Inset days		Monday 1st September
		Monday 5th January
		Friday 26th June
		Monday 21st July
		Tuesday 22nd July

3. THE COLLEGE DAY

YEAR 9 TIMETABLE

Year 9-11 Timetable						
	M	T	W		T	F
08:00 - 08:30	C1	C1	C1	C1	C1	C1
08:30 - 08:50	Form Time					
08:50 - 09:40	1	1	1	1	1	1
09:40 - 10:30	2	2	2	2	2	2
10:30 - 10:50	Break					
10:50 - 11:40	3L	3L	3L		3L	3L
11:40 - 12:30	4	4	4		4	4
12:30 - 13:10	Lunch					
13:10 - 14:00	5L	5		5	5L	5L
14:00 - 14:50	6	Y9 Fitness	6	6	6	
14:50 - 15:40		Fitness			7 Y11 English	
15:40-16:30		Fitness				
16:30-17:00			Fitness			

Learners are expected to be in college no later than 8.30 for their form time. The break is 20 minutes – learners can chose to have grab and go food or relax for their period. Most days (Monday to Thursday) will finish at 14:50 whereas Friday learners finish at 14:00. Tuesday is PE day- learners are expected to be in full uniform and will change into PE kits at the Sports Dock – on the UEL ground.

4. SECTOR GROUPS

You will be part of a form group, which will belong to a sector. There are four sectors in our college: Skanska, Tideway, Thames Water and Costain. Each sector has a motto and values that they aim to work towards, including working collaboratively and competitively.

5.TUTORING PROGRAMME

Monday	Tuesday	Wednesday	Thursday	Friday
Digi Sector Briefing				
Numeracy	Drop everything and read (DEAR) Accelerated Reading	Literacy Brief source text to be read with learners and discussions to follow. Word of the week.	Pastoral Support Attendance Punctuality ATL Uniform Concerns/progress 1:1	Reflection and mindfulness

6. LDE UTC PARENT/CARER AND LEARNER CONTRACT

Motivation, high aspirations and effort lead to great achievements. To achieve your best you need to have excellent attendance, complete work on time and ask lots of questions. Remember, first impressions really do count, so make sure you are dressed for success.

Below is the contract for learners, parents and the college – highlighting the responsibilities.

	As a College, we will	As a Parent, I/we will	As a learner, I will
Ethos	<p>Ensure that the beliefs and practices of the community are taught in an inclusive and respectful way.</p> <p>Provide a safe, harmonious environment with the support from: industry mentors, pastoral coaches and a multi faith chaplaincy team.</p> <p>Set clear expectations for behaviour, punctuality, attendance and uniform.</p>	<p>Support and celebrate the college's ethos and respect the beliefs and practices of others.</p> <p>Encourage my child to take on new opportunities that will develop their academic, well-being and career potentials.</p> <p>Ensure that my child:</p> <p>Is dressed in accordance with the colleges uniform policy.</p> <p>Attends college and attends on time, inform the college of any absences and request 'known absences' in advance.</p>	<p>Believe in the college's values, be passionate about everything we do, reach higher, be better, be respectful and value everyone, take care, take ownership, be proud, be seen.</p> <p>Take advantage of all opportunities by taking part.</p> <p>Don't look back on missed opportunities.</p> <p>Behave.</p> <p>Be punctual to college and to lessons.</p> <p>Attend college everyday</p> <p>Wear the correct uniform and have the correct kit and equipment.</p>
Teaching, Learning & Outcomes	<p>Provide an inclusive, broad and balanced education, incorporating both the National Curriculum and an extended programme of work related learning.</p> <p>Set and mark independent study tasks regularly.</p> <p>Provide a safe and positive learning environment. Ensure the learning environment is equipped and resourced.</p>	<p>Attend events and parents' evenings where relevant. Read my child's report and support their learning.</p> <p>Ensure that your child attends all lessons.</p> <p>Support your child to hand in work on time.</p> <p>Support your child with independent study tasks.</p>	<p>Be actively involved in all aspects of college life.</p> <p>Attend all lessons and support sessions.</p> <p>Work to the best of my ability.</p> <p>Hand work in on time.</p> <p>Hand in independent study tasks on time.</p> <p>Revise for examinations.</p> <p>Ask for support when needed.</p>
Beyond the classroom	<p>Provide a range of activities which enrich and develop learning beyond the classroom.</p> <p>Provide guidance to learners.</p>	<p>Encourage my child to be a thoughtful, moral and proud member of the LDE UTC and wider community.</p>	<p>Respect and represent the college with pride, decency and integrity at all times, including on the journey to and from college.</p>
Communication	<p>Ensure that parents/carers receive regular communication via School Gateway App.</p> <p>Provide clear information and encouragement to learners regarding progress and attainment through written reports, shared targets and coaching and other opportunities.</p> <p>Respond to parental concerns promptly and effectively.</p>	<p>Inform the college via the Form Tutor / Head of Year about all relevant matters of concern at the earliest opportunity.</p> <p>Read all communication sent by the college and respond promptly where relevant.</p>	<p>Speak to my Form Tutor / Head of Year or another member of staff if I have a difficulty.</p> <p>Take all communications home.</p> <p>Read text messages and emails from the college.</p> <p>Install College Gateway app on my phone.</p>

7. INDEPENDENT LEARNING

STUDY OUTSIDE THE CLASSROOM

- Independent learning is an essential part of your education
- If you are absent or miss a lesson for any reason it is **your** responsibility to find out and catch up any work missed
- Work that is relevant to your subject and key stage will be set at regular intervals
- The amount set may vary from one subject to another and is likely to increase as you move up the college
- As you progress up the college, you are expected to take more responsibility for the organisation of your independent study and learning and you may be set larger pieces of work with longer deadlines
- You should make a note of deadlines to be met when you write your work into your phones or personal planners

GUIDELINES FOR TIME SPENT ON INDEPENDENT STUDY

- Year 9 - 11 1 hour per subject, per week
- You will use Satchel One at LDE UTC and this is a simple home learning calendar. It will help you manage your workload and stay organised using the personalised calendar, to-do list and email reminders.

You will be given your log in details in September.

All homework and independent study work will be set in Satchel One ensure that you have your log in and visit the page regularly to check your set homework.

Download the app for instant reminders.

8. BEHAVIOUR FOR LEARNING

We take huge pride in very good behaviour across the college and particularly in Year 9. The main purpose of our behaviour policy, described below is to reward our learners. We have very large number of learners in Year 9 receiving positive behaviour points for hard work, dedication, resilience, attendance etc. which then is rewarded in form of Amazon Vouchers.

Please see the table below for guidelines.

LDE UTC Behaviours

Good Behaviours GB



GB1

Academic

- Impressive work
- Impressive effort
- Impressive collaboration
- Impressive resilience
- Impressive industry examples into your work

Pastoral

- Collaboration
- Positive contribution
- Demonstrating resilience

1
Impressive Performance

GB2

Academic

- Outstanding work
- Outstanding effort
- Outstanding collaboration
- Outstanding resilience
- Outstanding industry examples into your work in detail

Pastoral

- Collaboration
- Positive contribution
- Demonstrating resilience

3
Outstanding Performance

GB3

Academic

- Meeting your bench mark
- Supporting others
- Production of resources
- Creating industry links/partnership within your examined work

Pastoral

- >97% attendance (bi-termly)
- >98% punctuality (bi-termly)
- Supporting our UTC

5
Major Award

GB4

Academic

- Exceeding your bench mark
- Supporting others
- Production of resources

Pastoral

- 100% attendance (termly)
- >99% punctuality (termly)
- Supporting our UTC
- UTC awards

50
CEO Award

10
Exceptional Award

Rewards

1 point = 10p*

All behaviours and points will be recorded on your school file

*Minimum 100 points to qualify

50 points

- Bronze certificate
- Postcard home
- Phone call to parents/carers from sector tutor
- Permission to go on reward trip

100 points

- Silver certificate
- Postcard home
- Phone call to parents/carers from KS Pastoral lead
- £10 Voucher
- Permission to go on reward trip

200 points

- Gold certificate
- Postcard home
- Phone call to parents/carers from Director of Pastoral
- £20 Voucher
- Permission to go on reward trip

300 points

- Platinum certificate
- Postcard home
- Phone call to parents/carers from CEO
- £30 Voucher
- Permission to go on reward trip

Bad Behaviours



BB1

- Arriving late
- Poor attitude
- Lack of work
- Lack of equipment
- Talking over a teacher
- Inappropriate language
- Hands off rule
- Incorrect uniform
- Eating or drinking
- Chewing Gum
- Disturbing others
- Arguing with others
- Using mobile technology without permission

-1
Formal Warning

BB2

- Persistent offences as described in B1
- Failed to attend a B1 detention
- Sent out of lesson
- Leaving lesson without permission
- Minor damage to property of others
- Bullying
- Arguing with staff

-3
Repeat Offenders

BB3

- Persistent offences as described in B2
- Failed to attend a B2 detention
- Truancy
- Bad language towards staff
- Bullying /aggressive behaviour
- Having or being under the influence of illegal substances
- Theft
- Major damage to property
- Plagiarism
- Breach of ICT
- Bringing the school into disrepute

-5
Investigation

BB4

- Persistent offences as described in B3
- Intimidating and extreme behaviour (incl. violence)
- Racist, sexist, homophobic, homophobic discriminatory behaviour
- Assaulting another person
- Bringing and/or selling illegal substances
- Vaping/smoking in college or possession
- Bringing weapons into school
- Arson (police)
- Fraud
- Bringing the school into disrepute
- Stealing (incl. college property)

-10
Disciplinary possible dismissal

Consequences

1 -point = -10p

All behaviours and points will be recorded on your school file through SIMS.

Detention (Teacher)

- Set by teacher during break or lunch times
- Learner & teacher discussion
- Phone call home by the teacher.
- Record on SIMS Initiative

Detention (CL)

- Discussions with CL, teacher and learner.
- Phone call home to by CL or SL
- Meeting CL, HOY, teacher, learner set by CL.
- CL can request a meeting with parent
- Record on SIMS Initiative

Friday After School Detention (HoYs/AP)

or

Pastoral Base Detention

- Set by AP behaviour and/or HOYs.
- Letter sent home.
- Meeting with Parents/Carers and HOY or AP behaviour.

Fixed Term Suspension

or

Permanent Exclusion

- Set by Head of School
- Meeting with Parents/Carers.
- LT Behaviour Lead-monitoring and report

9. PUNCTUALITY

Our KS4 attendance is above national average. As with behaviour, we take huge pride with our records of attendance and punctuality, therefore we expect all of our learners to have high levels of attendance and punctuality at all times.

Learners are to arrive in college no earlier than 8:00am and no later than **8.30am**.

What happens if you arrive late?

Lack of punctuality will impact learner progress. Late learners must sign in at reception, giving their arrival time and reason for lateness. If you arrive after 8.30am, you will be marked as late, after this you will be marked as being absent and the reason for lateness/absence must be given by your parents.

Attendance criteria

97%+	Outstanding
95%+	Good
92% - 94%	In need of improvement
Below 92%	Poor

Poor attendance can lead to underachievement and puts your place in the college under threat.

No term time holidays will be authorised.

Please check the college calendar above.

If there is to be an absence then it is imperative that your parent/carer contacts the college via email and inform the college the reason for the absence

absence@ldeutc.co.uk by 9:00am each day of the absence.

10. EQUIPMENT

Devices

In order to support independent learning, the college will be loaning a laptop to each learner whilst they attend LDE UTC. These will be issued once the learner begins in September. The loan agreement forms part of the application form. Learners will need to charge their laptops over night as they will **not** be able to charge them on the college site during the college day .

In addition, learners will need the following:

- A pencil case marked with your name (preferably transparent)
- Several blue or black pens of reasonable quality
- A green pen for making corrections and giving feedback to work
- A plastic 30cm ruler, marked in cm and mm
- An eraser, pencil sharpener and glue stick or similar
- A selection of pencils including coloured pencils in basic colours
- A set of compasses and an angle measurer or protractor
- A scientific calculator
- An inexpensive English dictionary (Collins or Oxford & Chambers)

11. LEARNER VOICE

Learner Voice is a huge part of life at London Design & Engineering UTC. Learners have their own input into decision making at the college by joining societies, becoming sector representatives or applying for other positions of responsibility.

The skills learners get from taking part in Learner Voice are important for getting into colleges, sixth form and university. They show your dedication to your education and development and employment.

Learners at LDE UTC are offered many opportunities by being a member of the learner voice, these could include:

- Year Representative
- Interview Panel
- Tasting Panel

Each position has a variety of roles and responsibilities some of which include being a:

- Tour Guide
- Learner Panel
- Public speaker
- Prom Committee
- End of Year trip planning

12. SAFEGUARDING

At LDE, we are committed to the safety and happiness of all of our learners.

Please speak to the Designated Safeguarding Lead, Gloria Gold, Vice Principal – Wellbeing and Personal Development gloria.gold@ldeutc.co.uk or email safeguarding@ldeutc.co.uk.

If you're worried, tell someone. In an emergency, dial 999.

For advice if you are not in college, ring the NSPCC: 0808 800 5000 or Childline 0800 1111

13. BULLYING

Here at LDE UTC we take any form of bullying very seriously and will apply all our sanctions as per our behaviour and anti-bullying policy.

What is bullying?

Bullying is behaviour by an individual or a group that is seen by you as an attempt to hurt, frighten, humiliate or threaten you or someone else, particularly if the behaviour is repeated or persistent.

Bullying can be:

- **Physical:** hitting, pushing, taking someone's belongings.
- **Verbal:** name-calling, insults, racist or sexist remarks, homophobic or threatening behaviour or demanding money.

- **Indirect:** spreading rumours, being unfriendly, excluding someone from a group.
- **Cyber:** all areas of internet, email, chat room misuse. Mobile threats by text messaging, instant messaging and calls. Misuse of camera and video on a phone.

How to react

Try to ignore bullies. Walk away and do not let them see that you are upset. Don't give them the satisfaction of getting a reaction from you. If you can, calmly stand up for yourself and ask them to stop their behaviour. Try to stay with friends and avoid being on your own.

What to do next

Please, tell someone you trust. This could be a friend, someone at home, Head of Year or a teacher. Just talking to someone may help you to find a solution to the problem.

What will happen if you tell a teacher?

The teacher will listen to you and offer support. The teacher can talk to the person who is bullying you and hopefully stop the bullying. The teacher may pass the information to the Head of Year and appropriate member of leadership team (LT).

What to do if you see bullying:

- Comfort, support and stay with the victim.
- Tell the victim to report the incident.
- Tell someone (e.g. a teacher what you have seen)
- If you are in a group where one member is bullying, show that you disapprove, because by doing nothing you support the bully.

14. COLLEGE COMMUNICATIONS

We have made communication easier, faster and more effective. **'School Gateway'**

This means that we can share information with you more quickly via email, text, online and smartphone app. It will also save you and the college time and money.

You will be able to view the following for your child(ren):

- Achievements
- Behaviour
- Attendance
- Lesson timetable
- Book parents evening
- Reports
- Satchel One

There are two different ways you can log in:

1. Activate your School Gateway account. It's quick and easy to do. All you need is the email address and mobile number that the college holds on record for you. **Download the App:** If you have a smartphone, please download School Gateway from your App store (Android and iPhone). The App shows the same information as the website PLUS you can message the college FREE – this will also save the college money when we send you a text message.
2. Visit the website: www.schoolgateway.com and click on 'New user'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you have trouble logging in, it may be because the college does not hold your current email and mobile phone number on record.

Please call the college on 0203 019 7333 and we will update your details on our system.

We hope that you will find School Gateway a great way to keep up to date with what is going on at college.

15 LOCKERS

All learners will have a locker allocated to them at the college.

This will enable them to leave bags, coats or any other items during the college day. Please note that coats are **not** allowed to be worn in classrooms and around the building.

A locker will be available for the whole time while studying at LDE UTC.

16. PARKING

Please note that there is NO parking or entry onto the LDE UTC site from the university. If parents/carers need to drop off their child, they should do so at either the first set of barriers to the University of East London (close to the SportsDock) or at Cyprus Station. We encourage all our learners and staff to use public transport or cycle to the college.

17. WELCOME TO PARENTPAY

The college uses a secure service called ParentPay that we request all parents activate their account. We believe that this gives parents a more flexible and convenient way to pay for college meals, uniform, revision book, trips, etc. This is also a communication channel. Letters and information are sent home via email or text on a regular basis.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password. If you have more than one child at our college or children at other ParentPay schools/colleges, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments.

You will receive your UNIQUE ParentPay Account activation code details during the first week of term. This will be emailed to you and a printed copy handed out to your child the first day of term.

COLLEGE MEALS

Parents must use ParentPay to top-up their child's dinner money balance for them to buy lunch.

If you have any queries, please do not hesitate to contact the college office on: 0203 019 7333.

PARENTPAY FREQUENTLY ASKED QUESTIONS

When can I log in to my account?

Once you have received your activation letter from college with your activation login details you will be able to activate your account immediately and start making payments.

Which cards can I use?

ParentPay accepts MasterCard, Visa credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards.

Is it safe to make payments on the internet?

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the college have access to your card details.

How can I check that it's secure?

Standard website addresses begin with http: the address for a secure site will always begin with https. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start https.

What about our personal information?

ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account however; ParentPay does not use your personal information other than for supporting the college. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 2018 and GDPR.

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 02476 994 820. www.parentpay.co.uk

18. FREE SCHOOL MEALS

Parents can apply for Free School Meals for their child/children. All parents need to apply via the London Borough of Newham (regardless of whether they live in Newham or not), the easiest way to do this is using the following web address: www.newham.gov.uk

Eligibility

Your child may receive free school meals if you get any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free college meals.

Your child might also get free school meals if you get any of these benefits and your child is both:

- Younger than the compulsory age for starting college
- In full-time education

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in.

APPLY FOR FREE SCHOOL MEALS

Make sure you have your National Insurance number to hand before you fill in the form. Parents/carers only apply once for the whole time their child is a learner at LDE UTC.

Once parent/carers have applied for Free College Meals, the London Borough of Newham will inform us (the college) directly of eligibility. The college will then load the free college meals entitlement to eligible learners' ID cards, which they can use in our college restaurant.

We therefore advise you to apply for Free College Meals as soon as possible. In order to ensure that eligibility is confirmed before your child starts college in September. [Please see link](#)

Should you have any enquiries or wish to discuss this please do not hesitate to contact the main office on 0203 019 7333.

19. BREAKFAST CLUB

All learners receive a free breakfast between 8am – 8.25am up to the value of £1.00.

20. COLLEGE UNIFORM - DRESSED FOR SUCCESS

COLLEGE DRESS CODE

At LDE UTC all learners adopt a dress code that matches what is expected in the work place. This means a smart, professional appearance is expected at all times. Learners are required to wear:

- Business dress consisting of trousers/skirt/dress and a formal jacket or v neck jumper
- A formal blouse/shirt with collars. Round necked and sleeveless tops are **NOT** in our dress code.
- An LDE UTC branded formal shirt which can be purchased from the college supplier (for college events) – please note that it is compulsory to wear a formal shirt at college events.
- Suitable formal robust footwear including plain, all black trainers.
- Learners can also opt to wear a black Shalwar Kameez with a plain headscarf

We do not encourage learners to wear ties due to the nature of the equipment they will be working with. For the same reason, long hair must be safely tied back. Learners will be provided with laboratory style coats for work in the laboratories and workshops.

Sports lessons take place for Year 9 - 11 learners and whilst there is no specific uniform for this, we ask our learners to respect the other users and wear sports kit appropriate to the sport that they are undertaking.



The infographic is divided into five horizontal color-coded sections: purple, yellow, teal, and red. Each section contains icons and text describing uniform items or prohibitions.

Purple Section: Icons of trousers, a skirt, a dress, and a jacket/blazer. Text: "A business suit consisting of trousers or skirt or dress and a jacket or blazer".

Yellow Section: Icons of a long-sleeved collared shirt and a V-necked jumper. Text: "A plain long or short sleeved shirt that has a collar" and "A plain V-necked jumper".

Teal Section: Icons of a plain Jubab with a headscarf, a smart waterproof coat/jacket, and formal shoes/trainers. Text: "Plain Jubab with a plain headscarf", "Smart waterproof coat or jacket with no branding", and "Formal robust shoes which can include plain black trainers".

Red Section: Icons of a hoodie, a t-shirt, a collared shirt, a sneaker, a cap, and a bucket hat, each with a red 'X' below it. Text: "No plimsolls or canvas shoes, hoodies or sweatshirts. No coats or jackets or caps or hats to be worn in the buildings. The 'X' items will be confiscated."

21. SPEEDSTITCH



Parent/Guardian

We are pleased to be the official supplier for you.
Please take the time to read about how to purchase your uniform from SpeedStitch.

Please feel free to contact us with any questions you may have, we are here to help.
We look forward to seeing you soon.

Kind Regards,

The Team at SpeedStitch

WE ARE OPEN 24/7 ONLINE AND WE ARE OPEN ALL YEAR ROUND!

www.**SpeedStitch**co.uk
clothing embroidery print

London Design &
Engineering UTC



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Design &
Engineering
UTC



Print me out and use the to highlight what you need. For queries contact us on schoolshop@speedstitch.co.uk. Prices correct at time, subject to change without notice. Issue Year 2024

School / Uniform Enquiries: schoolshop@speedstitch.co.uk

Home Delivery: £4.95, with a delivery time of 3-5 working days after dispatch.

Click & Collect: FREE. Collect from our school shop in Walthamstow, open Monday - Friday 9am-5pm, and Saturday 9:30am - 1pm.

You can find our Refund and Exchange policy here:

<https://www.speedstitch.co.uk/returns-exchanges>

You can order the shirts online using the following:

1. Click on www.speedstitch.co.uk
2. Click on "School Uniform"
3. Click on "Find My School"
4. Click on "L" and select "London Design & Engineering UTC"
5. Choose your items and add them to your basket
6. Follow the checkout process to select a delivery option and make payment

22. MEDICAL SUPPORT

LDE UTC has fully qualified First Aiders who will support our learners with any medical needs whilst on site. Any learners who have asthma must bring a pump into the college office. Please ensure that the college has been informed of any medical needs and that these are updated regularly.

23 USEFUL CONTACTS FOR YOUR REFERENCE

College general enquiries

Email: admin@ldeutc.co.uk

Telephone: 020 3019 7333

Head of Year 9 : Stewart MacDonald

Email: Stewart.MacDonald@ldeutc.co.uk

Pastoral

Tony Green – Assistant Principal

Email: tony.green@ldeutc.co.uk

Safeguarding

Gloria Gold - Vice Principal:

Email: gloria.gold@ldeutc.co.uk / safeguarding@ldeutc.co.uk

To report a concern in college

Email: speakout@ldeutc.co.uk

SEND

Ana Grigore- Assistant Principal - SENCo

Email: Ana.Grigore@ldeutc.co.uk

Attendance

Learner absence line:

Email: absence@ldeutc.co.uk (please note that this is for parents to email only)

Ziba Agdelen – Attendance Officer

Email: ziba.agdelen@ldeutc.co.uk

Reception (for enquiries)

Email: reception@ldeutc.co.uk