



London
**Design &
Engineering**
UT6^{Form}

YEAR 12

Learner Guide

ACADEMIC YEAR 2025/2026

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 UT6Form. 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:

1. Vision and values
2. 2025/2026 Term dates
3. The College Day
4. Sector groups
5. Learning for Life and Tutoring Programme
6. Independent Learning
7. Progression into Year 13
8. LDE UT6 Parent/carer and learner contract
9. Behaviour for Learning
10. Attendance and Punctuality
11. Equipment
12. Learner Voice
13. Safeguarding
14. Bullying
15. College Communication
16. Bursary
17. Lockers
18. ParentPay
19. Free School Meals
20. Breakfast Club
21. Laptops
22. College Dress Code (Uniform)
23. Speedstitch (Uniform Supplier)
24. Medical Support
25. Useful contacts

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
	All others	Thursday 4th September - Friday 17th October
	Flipped learning:	Monday 20th October - Friday 24th October
	Holiday	Monday 27th October - Friday 31st October
Term 2	All	Monday 3rd November - Friday 19th December
	Holiday	Monday 22nd December - Friday 2nd January
Term 3	All	Tuesday 6th January - Friday 13th February
	Holiday	
Term 4	All	Monday 23rd February - Friday 27th March
	Eid	Friday 20th March TBC
	Holiday	Monday 30th March - Friday 10th April
Term 5	All	Monday 13th April - Friday 22nd May
	Holiday	Monday 25th May - Friday 29th May
Term 6	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 20th July
	Tuesday 21st July

3. THE COLLEGE DAY

16+ Timetable					
	M	T	W	T	F
08:00 - 08:30	C1	C1	C1	C1	C1
08:30 - 08:50	C2	C2	C2	C2	C2
08:50 - 09:40	1	1	1	1	1
09:40 - 10:30	2	2	2	2	2
10:30 - 11:20	3U	3U	3U	3U	3U
11:20 - 11:40	Break				
11:40 - 12:30	4	4	4	4	4
12:30 - 13:20	5U	5U	5U	5U	5U
13:20 - 14:00	Lunch				
14:00 - 14:50	6	6	6	6	
14:50 - 15:40	7		7	7	
15:40 - 16:30	8		8	8	
16:30-17:20	9		9	9	

4. FORM 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. LEARNING FOR LIFE AND TUTORING PROGRAMME

These are two compulsory timetabled sessions per week: 50 minutes each.

1. Learning for Life (Every Wednesday 12:30- 13.20)

Careers guidance and life skills including, but not limited to communication, presentations, problem solving, financial literacy, adulting, apprenticeships, UCAS applications and more are delivered as a part of the compulsory Learning for Life Programme weekly. These sessions are delivered by our teachers and externally outsourced as needed.

Learners will be in the Lecture Hall for a lecture style assembly. Registration will take place through our "tap in" system. The Sixth Form Pastoral Leads, Sixth Form Attendance Lead Sixth and the Deputy Headteacher – Pastoral will be delivering these assemblies. Guest speakers will also be featuring throughout the year.

2. Tutoring Programme (Every Monday 12:30- 13.20)

Learners will be with their peers in a form group. This form time is dedicated to working with the form tutor around pastoral matters such as attendance, progress, attitude to learning (ATL), behaviour, mental health etc.

Note that attendance to both sessions is compulsory and if you receive a bursary, this will form part of your 95% compulsory attendance.

6. INDEPENDENT LEARNING

Study outside the classroom

Independent learning is an essential part of your education in the Sixth Form. 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.

In the Sixth Form 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 12 and 13 are to spend 5 hours per subject, per week
- You will use SatchelOne at LDE UT6 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 log in using your Microsoft 365 details – which will be given in September.

All homework and independent study work will be set in SatchelOne ensure that you have your log in and visit the page regularly to check your set homework. Download the app for instant reminders.

7. PROGRESSION INTO YEAR 13

At LDE UT6^{form}, we expect all Sixth Form learners to work diligently and make appropriate progress throughout their course. This applies to both Level 3 (L3) courses, which span two years, and Level 2 (L2) courses, which can extend to three years to include the L3 course. Learners who join in Year 12 do not have the privilege of advancing to Year 13 without demonstrating sufficient progress.

Criteria for Progression from Year 12 to Year 13

To progress to year 13, year 12 learners must have met or exceeded the minimum attendance of 90%, unless there are exceptional circumstances.

At the end of year 12, LDE learners will receive predicted grades for the end of their Level 3 qualifications (e.g. A-levels). These grades will be based on a mock exam and all continuous assessments. The mock exam is internally set and moderated and held in April or May, with grade boundaries in line with the expectations of A-levels or vocational equivalents.

LDE learners with a prediction of less than three passes will have an Information, Advice and Guidance (IAG) meeting with their parents or carers and the LDE Team, to determine their best pathway for future success and any necessary support (e.g. re-sits or alternative courses)

To move from Year 12 to Year 13, learners must achieve at least a grade D or equivalent in their Year 12 mock exams as a blanket approach. This requirement is due to the increased difficulty of Year 13 coursework, making it essential to have a solid foundation from Year 12.

Support and Resit Process

If a learner receives a E or U (ungraded) or equivalent in their Year 12 mock exams, the following support process will be implemented in the first place:

1. Resit Opportunity:

Learners will be given the chance to resit the exam within approximately three weeks, allowing for additional preparation.

2. Post-Resit Outcomes:

If the resit grade remains below a D or equivalent (within a 5% margin below), the following options may apply:

- **Conditional Progression:** The learner may be allowed to move to Year 13 but will be entered for the AS level exam if their mock exam grade in Year 13 is less than a D.
- **Alternative Pathways:** If the resit grade is still a U, the learner may be asked to either:
 - Redo Year 12 with different subjects, or
 - Seek alternative Sixth Forms to continue their education in preferred subjects starting from Year 12

8. LDE UTC PARENT/CARER AND LEARNER CONTRACT

Motivation, high aspirations and effort lead to great achievements. In short 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

	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 colleges 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 as per timetable</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 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 Tutor, Pastoral Leads 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 and SatchelOne app on my phone.</p>

9. BEHAVIOUR FOR LEARNING

Please see the table below for guidelines.

LDE UT6 rewards learners on performance in and out of the classroom setting. Good behaviours are recorded on SIMS and SatchelOne by your teachers. During the celebration assemblies learners will be rewarded on the number of positive points.



Good Behaviours GB

Praise

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

5 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

10 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

20 Exceptional Award

50 CEO Award

LDE UTC Behaviours

Rewards	50 points	100 points	200 points	300 points
<p>1 point = 10p*</p> <p>All behaviours and points will be recorded on your school file</p> <p><small>*Minimum 100 points to qualify</small></p>	<ul style="list-style-type: none"> Bronze certificate Postcard home Phone call to parents/carers from sector tutor Permission to go on reward trip 	<ul style="list-style-type: none"> Silver certificate Postcard home Phone call to parents/carers from KS Pastoral lead £10 Voucher Permission to go on reward trip 	<ul style="list-style-type: none"> Gold certificate Postcard home Phone call to parents/carers from Director of Pastoral £20 Voucher Permission to go on reward trip 	<ul style="list-style-type: none"> Platinum certificate Postcard home Phone call to parents/carers from CEO £30 Voucher Permission to go on reward trip

Bad Behaviours

Verbal Warning

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

-5 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

-10 Investigation

BB4

- Persistent offences as described in B3
- Intimidating and extreme behaviour (incl. violence)
- Racist, sexist, 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)

-20 Disciplinary possible dismissal

Consequences	10 Minute Detention (Teacher)	20 Minute Detention (CL)	Friday after school Detention (HoYs/DP) or Pastoral Base Detention	Fixed Term Suspension or Permanent Exclusion
<p>1-point = -10p</p> <p>All behaviours and points will be recorded on your school file through SIMS.</p>	<ul style="list-style-type: none"> Set by teacher during break or lunch times Learner & teacher discussion Phone call home by the teacher. Record on SIMS. 	<ul style="list-style-type: none"> Discussions with CL, teacher and learner. Letter home to Parents/Carers by HOF Meeting with Line manager. Meeting CL, HOY, teacher, learner and parents set by CL. 	<ul style="list-style-type: none"> Set by LT behaviour and/or HOYs. Letter sent home. Meeting with Parents/Carers and HOY, or LT behaviour. 	<ul style="list-style-type: none"> Set by CEO Meeting with Parents/Carers. LT Behaviour Lead-monitoring and report

10. ATTENDANCE AND PUNCTUALITY

We ensure that attendance is key priority for the Sixth Form learners. We know that attendance has great impact on learner progress and attainment. If you miss out on lessons that leaves you more vulnerable and risks your achievement overall. Our KS5 attendance is excellent, 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 10 minutes prior to the lesson start time. Most KS5 lessons will start at 8:50am so your presence is required by 8:40am the very latest. This will give you enough time to use lockers or other facilities prior to lesson.

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 are late for the first 30 minutes 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

Attendance will be a priority from start of the academic year and will be monitored closely. Poor attendance can lead to underachievement and puts your place in the college under threat. **We understand and accept that at times some absences are inevitable and in some circumstances the college will authorise absence.**

By the end of October half term, the attendance team will further review learner attendance. If your attendance is a cause for concern, unauthorised below 90%, despite the action plans put in place to improve, you will face sanction that may lead to withdrawal from the Sixth Form and/or withdrawal from examinations. The same process will be completed prior to Christmas holidays.

It is important to understand that no term time holidays will be authorised. Assessments take place throughout the year. Please check the college calendar above. If there is to be an absence, then it is imperative that your **parents** contact the college via email and inform the college the reason for the absence. **You cannot authorise your own absence.**

sixthformabsence@ldeutc.co.uk

by 8:50am each day of the absence.

Attendance will only be authorised if it has been agreed with the Attendance Team and the Deputy Headteacher in advance. Medical letters are required for any prolonged illness. Please refer to the Sixth Form Attendance Policy for further details. When attendance hits below 90% you will be on Attendance Report to the Deputy Headteacher – Pastoral and the Attendance team. No further absence will be authorised, only known extenuating circumstances will be considered.

11. EQUIPMENT

Coming to college prepared for learning is crucial. Learners will need the following:

- A pencil case marked with your name (preferably transparent- as you can use it for exams)
- 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
- A Casio FX991CW Advanced scientific calculator if you are studying mathematics
- An inexpensive English dictionary (Collins or Oxford & Chambers)

12. 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 UT6 are offered many opportunities by being a member of the learner voice, these include:

- Year Representative
- Tour Guide
- Learner Panel for staff recruitment
- Public speaker
- Prom Committee
- End of Year trip planning

13. SAFEGUARDING

At LDE, we are committed to the safety and happiness of all of our learners. This is paramount to everything we do.

Please speak to the Designated Safeguarding Lead (DSL), Gloria Gold, Deputy Headteacher – Pastoral if there is something that we need to be made aware of - gloria.gold@ldeutc.co.uk

Alternatively you can use the speakout@ldeutc.co.uk email address for concerns that happen within the college.

In the Sixth Form we also have two deputy DSLs.

- Carla Doak- carla.doak@ldeutc.co.uk
- Sian Cullen – sian.cullen@ldeutc.co.uk

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

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

14. BULLYING

Here at LDE UTC6 for any form of bullying we take it 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.

15. 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 :

- Achievements
- Behaviour
- Attendance
- Lesson timetable
- Book parents evening
- Reports
- SatchelOne

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 for 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.

16. BURSARY

Within the Sixth Form you can choose to apply for a Bursary to help with education-related costs. There is a deadline for applications so please check carefully. In addition to family circumstance as a requirement – attendance of above 95% is crucial.

You should apply to the Head of School, Victoria Webb as soon as possible after admission in September but by Friday 19th September 2025 . Please complete the Application Form online (visit the Learner Area of our website <https://www.ldeutc.co.uk/key-info/college-life/learners-area.aspx>) and remember to include evidence to support your application. Learners are only able to do this with their college email address.

For the application to be considered the form must be completed in full and all relevant evidence attached. At LDE UT6 we offer a bursary that is paid in 3 instalments over the course of the year, if you would like further information then please email bursary@ldeutc.co.uk.

17. LOCKERS:

Learners will need to express interest to receive a locker. The form will be circulated at the start of the academic year for them to request a form. The locker will enable them to leave bags, coats or any other items during the college day. Learners will need to provide their own padlocks and may be charged should they need the padlock to be taken off by a member of our site team. The locker will be available for the whole time while studying at LDE UT6. If you have any questions, please do not hesitate to contact the college office on: 0203 019 7333.

18. PARENTPAY

The college uses a secure service called ParentPay that we request all learners/parents activate their account. We believe that this gives 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 yourself and a printed copy handed out to your child on the first few days of term.

COLLEGE MEALS

All learners must have ParentPay to top-up dinner money . This can be used to buy lunch or a snack in the college canteen using your student ID card.

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

PARENTPAY FREQUENT ANSWERS AND 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

19. 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 college 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 college 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).

Note that new eligibility criteria comes into force during Academic Year 2026 / 2027 [Expanding free school meals: what parents need to know – The Education Hub](#)

APPLY FOR FREE COLLEGE 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 UT6.

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 School Meals as soon as possible. In order to ensure that eligibility is confirmed before your child starts college in September. Please see the link below:

<https://www.newham.gov.uk/school-meals-newham/free-school-meals/2>

Should you have any enquiries or wish to discuss this please do not hesitate to contact us on: 0203 019 7333

20. BREAKFAST CLUB

Breakfast is available for all learners arriving to college between 8:00am and 8:30am. This is provided Free of Charge to learners who have Free School Meals.

21. LAPTOPS

To help you stay connected, productive, and ready to learn, **we encourage you to bring your own laptop or tablet** to college. Although you will have access to computer rooms for relevant subjects, having your own device means you will have reliable access to online resources, be able to complete assignments efficiently, and fully engage in your learning at any time.

For some subjects, a higher-spec device may be particularly helpful—we are happy to recommend suitable models based on your course choices.

If bringing a device is not possible, we can provide a mid-spec laptop for essential tasks like word processing and internet access. In addition, laptop trolleys are also available during the college day, allowing you to borrow a device when needed (subject to timetabling and availability). However, bringing your own device will always offer the most flexible learning experience.

Should you require a college laptop, you will need to complete an application form which is available from itteam@ldeutc.co.uk

22. COLLEGE DRESS CODE - DRESSED FOR SUCCESS

At LDE UT6 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 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 KS4 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 dress code is as per the college guide below.



23. 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!



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, 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

24. MEDICAL SUPPORT

LDE UTC has fully qualified First Aiders who will support our learners with any medical needs whilst on site.

If you have any medical problems, please inform the college office. A Health Care Plan will need to be completed by yourself and parents so that the college is kept informed at all times.

25. USEFUL CONTACTS FOR YOUR REFERENCE

College general enquiries- Email: admin@ldeutc.co.uk Telephone: 020 3019 7333

Head of School – Victoria Webb Email: victoria.webb@ldeutc.co.uk

Designated Safeguarding Lead (DSL) Gloria Gold – Deputy Headteacher – Pastoral Email: Gloria.Gold@ldeutc.co.uk

Deputy DSLs

- Sian Cullen Email: sian.cullen@ldeutc.co.uk
- Carla Doak Email: Carla.doak@ldeutc.co.uk

Attendance Lead Officer- Steve Baker Email: steve.baker@ldeutc.co.uk

Pastoral Leads - Sian Cullen Email: sian.cullen@ldeutc.co.uk
Carla Doak Email: carla.doak@ldeutc.co.uk

SENCo- Ana Grigore- Assistant Principal – Email: ana.grigore@ldeutc.co.uk

Sixth Form Learner absence line: Email: sixthformabsence@ldeutc.co.uk

To report a concern in college- Email: speakout@ldeutc.co.uk

Free School Meals- Please see section 18 of this guide

Bursary enquiries Application form and information from bursary@ldeutc.co.uk