



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

YEAR 12

Learner Guide

ACADEMIC YEAR 2026/2027

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.

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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. 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	

3. COLLEGE TERM DATES AND CALENDAR HIGHLIGHTS

LDE UTC TERM DATES 2026 - 2027																											
Sep-26							Oct-26							Nov-26							Dec-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	5	6				1	2		4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													
Jan-27							Feb-27							Mar-27							Apr-27						
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	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		
May-27							Jun-27							Jul-27							Aug-27						
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		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					
Teaching days							Tuesday 1st September							Ramadam							Predicted to begin evening of Sunday 7th February						
Flipped Learning Week							Friday 27th November							Eid-ul-Fitr							Predicted to begin evening of Monday 8th March						
INSET							Inset days							Eid-ul-Adha							Predicted to begin evening of Wednesday 27th May						
Bank Holiday							Monday 30th November							New year 9							Taster Day Thursday 5th November 8:30-3:00						
Results/Enrolment							Monday 4th January							New year 12							Taster Week Monday 12th - Friday 16th July						
							Monday 28th June																				
Term 1							Term 2							Term 3							Term 4						
Year 9							All							All							All						
Wednesday 2nd September							Monday 2nd November - Friday 6th November Flipped Learning							Tuesday 5th January - Friday 12th February							Monday 22nd February - Thursday 25th March						
Year 12							Monday 9th November - Friday 18th December On site							Holiday Monday 15th February - Friday 19th February							Holiday Friday 26th March- Friday 9th April						
All others							Holiday Monday 21st December - Friday 1st January							Term 5							All						
Friday 4th September - Friday 23rd October							Holiday Monday 26th October - Friday 30th October							Monday 12th April - Friday 28th May							Holiday Monday 31st May - Friday 4th June						
														Term 6							All						
														Monday 7th June - Wednesday 21st July							Year 12						
																					Work Experience Monday 5th July - Wednesday 21st July						
																					Year 9						
																					Work experience Monday 12th July - Friday 16th July						
																					Year 10						
																					Work experience Monday 12th July - Friday 16th July						

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 that take place back –to- back on a Wednesday.

1. Learning for Life

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

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.

From Level 2 to Level 3

Any learner on the three-year pathway who wishes to re-enrol for Level 3 must apply by the communicated deadline.

If they obtain the grade requirements, they are guaranteed a place, as long as attendance requirements have been met (90%+), they have demonstrated a good attitude to learning (ATL average G), and there are no significant behaviour concerns

From Year 12 Level 3 to Year 13

This is based on a holistic review of each learner's academic progress, attendance, engagement and support needs. The purpose of this review is to ensure that every learner is on a programme that gives them the best possible chance of success.

To support this process:

- Learners are expected to maintain a minimum attendance of 90%, unless there are exceptional or evidenced circumstances.
- During Year 12, learners complete internal assessments, including mock examination and ongoing coursework. These assessments are used diagnostically to inform teaching, support, predicted grades and future planning
- Internal assessments are not used in isolation to determine continuation and do not constitute an admissions decision or automatic barrier to progression.

Where assessment evidence indicates that a learner may be at risk of not achieving meaningful Level 3 outcomes, the college will initiate a structures Information, Advice and Guidance (IAG) progress. This may include, for example, learners who are predicted to achieve fewer than three Grade D passes (or equivalent in internal mock examinations at the end of Year 12). This threshold is used as an indicator to prompt further discussion and support and does not, in itself, determine progression.

The IAG progress will normally involve the learner, their parent/carer and senior staff, and will consider:

- Addition academic support or intervention.
- Resit opportunities where appropriate,
- Programme adjustments or alternative qualifications; and
- Longer-term progression pathways that best meet the learner's needs, aspirations and wellbeing.

Any discussion about alternative pathways is undertaken in the best interests of the learner, with parental involvement, and with the aim of securing a positive destination. Learners are not removed from roll on the basis of academic performance, and continuation is not dependent on meeting a single internal assessment threshold. Final progression decisions are made only after all relevant evidence has been considered and following appropriate discussion with the learner and their family.

At all times, the college's approach is aligned with the Department for Education and Ofsted guidance and is designed to avoid any practice that could disadvantage learners or place institutional interests above learner outcomes.

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

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

9. BEHAVIOUR FOR LEARNING

Please see the table below for guidelines.

LDE UTC 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.

LDE UTC Behaviours				
 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
	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
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 1 -point = -10p All behaviours and points will be recorded on your school file through SIMS.	10 Minute Detention (Teacher) - Set by teacher during break or lunch times - Learner & teacher discussion - Phone call home by the teacher. - Record on SIMS.	20 Minute Detention (CL) - 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.	Friday after school Detention (HoYs/DP) or Pastoral Base Detention - Set by LT behaviour and/or HOYs. - Letter sent home. - Meeting with Parents/Carers and HOY, or LT behaviour.

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 the locker 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

Attendance is a priority from start of the academic year and is monitored closely. Strong attendance is essential to learners' progress, wellbeing and achievement, and sustained poor attendance may place a learner at risk of not achieving their intended outcomes.

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

The college recognises that some absences are unavoidable, and authorised absence may be granted in exceptional or evidenced circumstances, in line with the Sixth Form Attendance Policy. Attendance is reviewed formally at key points during the academic year, including by the end of the October half-term and again prior to the Christmas holidays. Where a learner's attendance is a cause for concern, including where unauthorised attendance falls below 90%, the college will implement appropriate support and intervention strategies.

If attendance does not improve despite agreed support and action plans, the college may consider further steps. These may include a review of a learner's programme, continued suitability for Sixth Form study, and, where necessary, withdrawal from the Sixth Form and/or examination entry. Any such decisions are made on the basis of a holistic review, taking into account attendance, engagement, academic progress and any mitigating circumstances, and will involve discussion with the learner and their parent/carer.

Term-time holidays are not authorised. Mock examinations and internal assessments take place throughout the year, and learners and parents/carers are expected to consult the college calendar when making arrangements

If an absence is unavoidable, parents/carers must notify the college by email by 8:50 on each day of the absence, providing the reason for the absence in accordance with college procedures. **Learners cannot authorise their own absence.**

sixthformabsence@ldeutc.co.uk

Attendance will only be authorised where it has been agreed in advance with the Attendance Team and the Deputy Headteacher, or where appropriate evidence has been provided. Medical letters are required for any prolonged illness. Where attendance hits below 90%, learners will be placed on Attendance Report to the Deputy Headteacher – Pastoral and the Attendance team. During this period, no further absence will be authorised, except in cases of now and evidenced extenuating circumstances.

11. EQUIPMENT

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

- A laptop
- 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 dry wipe marker for use on mini whiteboards
- 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)

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.

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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 gloria.gold@ldeutc.co.uk if there is something that we need to be made aware of. 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: 0800 800 5000 or Childline 0800 1111

14. BULLYING

Here at LDE UTC 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. 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 learner 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

17. 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 Universal Credit. Learners who are paid Universal Credit directly, instead of through a parent or guardian, can also get free college meals.

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 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 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

18. BREAKFAST CLUB

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

19. 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 Deputy Head – Pastoral, Gloria Gold as soon as possible after admission in September but by Friday 25th September 2026. 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 UTC 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.

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

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. MOBILE PHONES

LDE UTC adopts a differentiated approach to mobile phone use for Sixth Form learners, recognising the greater independence and responsibility expected of young adults. Learners are expected to use mobile phones professionally, responsibly and only when appropriate.

Mobile phones may be used in designated Sixth Form social and study areas, during independent study periods, and within lessons only when explicitly authorised by a member of staff for educational purposes.

At all other times, the expectation is "No See, No Hear"—mobile phones must remain out of sight and on silent. This includes during taught lessons unless authorised by a member of staff, whilst moving through corridors during lesson changeovers, and whenever Sixth Form learners are in areas shared with Years 9–11 during break and lunchtime, where they are expected to model the standards and behaviours of senior members of the college community.

23. COLLEGE UNIFORM - DRESSED FOR SUCCESS

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.

To ensure consistency, all learners must adhere to the following:

Core Requirements

- A college issued lanyard and ID Card must be worn at all times on site.
- Learners must wear business attire, including:
 - A suit or coordinated outfit consisting of trousers, skirt or dress with an optional jacket or blazer.
- Shirts and blouses must be business-style, collared and appropriately fastened. They may be plain or include a subtle stripe or small, professional pattern.
- T-shirts and polo shirts are not permitted except for timetabled sports activities
- A plain V-necked jumper may be worn over a shirt or blouse. This must be unbranded (No Logos) and free from patterns.

Cultural Dress, Skirts and Layering

- Learners may wear a plain long dress (e.g. Jubab) with a plain headscarf
- Skirts and dresses must be of an appropriate business length (at or just above the knee).
- Strappy tops, including dresses with spaghetti straps are not suitable.
- Leggings or similar items are not appropriate unless worn discreetly under suitable attire.

Footwear

- Footwear must be smart and formal
- Plain black trainers are permitted provided they are entirely black (including the sole) no visible branding or metal detailing.
- Canvas shoes or sandals are not permitted.

Outerwear and Additional Items

- A smart waterproof coat or jacket with no branding (outdoors only).
- Hoodies, jackets or coats must not be worn inside the building.
- One LDE UTC branded shirt (for special occasions/visits).

Health and Safety

- Ties are not encouraged due to the practical nature of workshop environments.
- Long hair must be tied back where appropriate to ensure safety when using equipment.
- Laboratory style coats will be provided for use in laboratories and workshops.

Sports Provision

- Sports lessons take place at the University of East London, SportsDock.
- While there is no set sports kit, learners are expected to wear appropriate sportswear for the activity and respect other facility users.

Non-Negotiable Items

The following items must not be worn in college:

- Hoodies, sweatshirts, snoods, bandanas, caps or hats.
- Coats or jackets inside the building.
- Trainers (unless fully black as outlined above), plimsolls or canvas shoes.
- Polo shirts (outside of sports lessons)

Items worn in breach of this policy may be confiscated on entry. Learners should remove any non-compliant items before entering the College.

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.

The dress code is as per the college guide below.

			
A business suit consisting of trousers or skirt or dress and a jacket			
			
A plain long or short sleeved shirt that has a collar		A V-necked jumper	
			
Plain Jubab with a plain headscarf	Smart waterproof coat jacket with no branding	Formal robust shoes which can include plain black trainers only	
			
			
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 // be confiscated			

24. ORDERING COLLEGE LOGO SHIRTS / BLOUSES

LDE UTC branded clothing is available to purchase for learners. Our dress code is professional business attire, and full details can be found on our website and in section 23 of this guide. While branded clothing is not compulsory, many families choose to purchase LDE UTC branded shirts for occasions such as Open Days, employer events, educational visits and other college activities. Learners are also welcome to wear them as part of their everyday college attire if they wish. To help us place orders and ensure that the correct sizes are available, please complete the order form on the link below.

[LDE UTC Branded Shirt Order 2026-2027 – Fill in form](#)



Prices

LDE UTC Branded Shirt – £25.00 each. Suitable for everyday college wear and college events. (Optional)

Payments - via ParentPay - details of this will be sent on the email provided on the form.

25. 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 school office.

26. USEFUL CONTACTS FOR YOUR REFERENCE

College general enquiries-

Email: admin@ldeutc.co.uk Telephone: 020 3019 7333

Headteacher Kenan Drugzani

Email: Kenan.Drugzani@ldeutc.co.uk

Designated Safeguarding Lead (DSL) Gloria Gold – Deputy Headteacher

Email: Gloria.Gold@ldeutc.co.uk

Deputy DSLs

- Sian Cullen
- Carla Doak

Email: sian.cullen@ldeutc.co.uk

Email: Carla.doak@ldeutc.co.uk

Attendance Lead Officer- Steve Baker

Email: steve.baker@ldeutc.co.uk

Pastoral Lead Matters-

Head of Year 12: Sian Cullen

Email: sian.cullen@ldeutc.co.uk

Head of Year 13 : Amoz Rodney

Email: amos.rodney@ldeutc.co.uk

SEND- Ana Grigore- Assistant Headteacher –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 17 of this guide

Bursary enquiries In the first instance, please contact the Head of Year.