



LDE UTC 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 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

Published term dates for 2026-27

Please make a note of these for your own personal planning.

Flipped Learning:

- During flipped learning week, teaching staff will set work for learners to complete independently. This should be set at the end of Term 1 to allow learners the choice of when they take their 5-day holiday.
- Similarly, teaching staff will be set CPD tasks to be completed over five days. You may choose which five days from the ten to complete this work.
If learners are being brought on site for practical work, please keep this to the flipped learning week only as classrooms are not available w/b 26th October.

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

Teaching days	Tuesday 1st September
Flipped Learning Week	Friday 27th November
INSET	Monday 30th November
Bank Holiday	Monday 4th January
Results/Enrolment	Monday 28th June

Ramadam	Predicted to begin evening of Sunday 7th February
Eid-ul-Fitr	Predicted to begin evening of Monday 8th March
Eid-ul-Adha	Predicted to begin evening of Wednesday 27th May
New year 9	Taster Day Thursday 5th November 8:30-3:00
New year 12	Taster Week Monday 12th - Friday 16th July

Term 1	
Year 9	Wednesday 2nd September
Year 12	Thursday 3rd September
All others	Friday 4th September - Friday 23rd October
Holiday Monday 26th October - Friday 30th October	
Term 2	
All	Monday 2nd November - Friday 6th November Flipped Learning
All	Monday 9th November - Friday 18th December On site
Holiday Monday 21st December - Friday 1st January	
Term 3	
All	Tuesday 5th January - Friday 12th February
Holiday Monday 15th February - Friday 19th February	
Term 4	
All	Monday 22nd February - Thursday 25th March
Holiday Friday 26th March - Friday 9th April	
Term 5	
All	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

3. THE COLLEGE DAY- YEAR 9 TIMETABLE

Learners are expected to be in college no later than 8.30 for their form time.

Break is 20 minutes long – learners can choose to have grab and go food, relax or use the outside space for this time.

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,

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	3L
11:40 - 12:30	4	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				

including working collaboratively and competitively. Here at the LDE UTC we take pride on “Every Day Is Like An Interview Day”.

5. TUTORING PROGRAMME

Monday	Tuesday	Wednesday	Thursday	Friday
Digi Sector Briefing – Tutor displays the Briefing Padlet which has all the notices for the day and the week ahead.				
Numeracy – Learners to complete numeracy activities to be completed.	Drop everything and read (DEAR) – Learners to read their favourite book (physical) or as part of the e-library.	Literacy – Learners are read a brief source text by their tutor and then discussions to follow. Work of the week – explored in sentences.	Pastoral Support – Learners’ attendance, punctuality, attitude to learning (ATL), uniform and other concerns are discussed. Behaviour report shared with tutors to celebrate success and discuss concerns through 1:1	EmployABLE Learners are to reflect their weekly experiences on a personal Padlet known as EmployABLE. This padlet then becomes their digital version of their “National Record of Achievements” to create personal statements, CV etc. for the next stage.

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. Accepting a place in our college as a learner assumes that all parties agree to the contract.

	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 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. 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 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 Form Tutor / 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 Form 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 app on my phone.

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.

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

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

10

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

300 points

- 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

-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. MOBILE PHONES AND OTHER SMART DEVICES

The Department for Education's statutory guidance, which came into force on 29 June 2026 and is to be implemented by schools from September 2026. The guidance states that schools should be mobile phone-free environments by default, with learners in Years 9 to 11 not having access to mobile phones or other smart technology throughout the school day, including lessons, breaktimes and lunchtime.

As a school, we have a responsibility to ensure that our behaviour policy reflects this statutory guidance and continues to provide a safe, calm and purposeful environment in which all learners can succeed.

We will be operating a “no hear, no see” approach.

Arrival

- Phones switched off before entering the building.
- Phones stored in bags or locked pouches.
- No visible phone use.

During the School Day

- No use in lessons.
- No use between lessons.
- No use during break or lunch.
- No headphone or earbud use

End of Day

- Phones may be used after leaving the site.

Enforcement Structure

Behaviour	Response
First visible use or ringing in the bag	Confiscation until the following day. Learners collect the device(s) at 3pm from their Head of Year.
Second incident	Confiscation for five school days. Device(s) remain switched off in college. Parent/carer to collect the device between 9am-3pm on the fifth day and take offsite.
Repeated incidents (3 rd time use of phone)	Confiscation of device, a meeting set by Head of Year with parents to discuss next steps and possible sanctions.
Refusal to hand over device	Learners placed with Head of Year in pastoral base, parents informed, phone confiscated by Assistant Headteacher- Pastoral and suspension on the day agreed by the Headteacher.

Year 9-11 learners will be provided with a college laptop and as such are only to use these devices during the college day.

If a learner needs to contact home, or if you need to contact your child urgently during the college day, this can be done through our reception team.

10. PUNCTUALITY

Our KS4 attendance is above well 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. This may lead to penalty charge notice being issued from the Local Authority. 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.

11. 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)

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 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

13. 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, Deputy Headteacher – Pastoral 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

14. 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.

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 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.

16. 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

17. 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.

18. 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

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 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

20. BREAKFAST CLUB

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

21. COLLEGE UNIFORM - DRESSED FOR SUCCESS

At London Design and Engineering UTC, learners are expected to adopt a dress code reflects professional workplace standards. A smart, business-like appearance is required at all times to support our ethos of preparing young people for industry.

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 any non-compliant items are removed before entering the College.



A business suit consisting of trousers or skirt or dress and a jacket or blazer



A plain long or short sleeved shirt that has a collar



A plain V-necked jumper



Plain Jubab with a plain headscarf



Smart waterproof coat or jacket with no branding



Formal robust shoes which can include plain black trainers including the sole.



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.

22. 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 21 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](#)

LDE UTC Branded Shirt Order
2026-2027



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.

23. 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.

24. 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

Safeguarding and DSL Lead: Gloria Gold – Deputy Headteacher
Email: gloria.gold@ldeutc.co.uk / safeguarding@ldeutc.co.uk

Assistant Headteacher – Pastoral Tony Green
Email: tony.green@ldeutc.co.uk

Head of Year 9 : Mohamed Abbas Omar
Email: Mohamed.AbbasOmar@ldeutc.co.uk Email: Mohamed.AbbasOmar@ldeutc.co.uk

Deputy DSLs

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

SENDCo: Ana Grigore- Assistant Headteacher
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