



Parental and Community Engagement Policy

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Date Last Approved	10 December 2020
Policy Approved by	Board of Directors
Version	2.0
Next Policy Review Date	December 2023

Version Control Table

Version	Date	Amended by	Rationale
1.0	01/07/2016		Version approved by the Board
1.1	30/11/2020	Kenan Drugzani	Terminology changed to bring policy up to date. Sections 5 and 6 added. Sections 8 and 9 updated to include Lego Innovation Hub.
2.0	10/12/2020		Version approved by Board of Directors

Guidance on version Control:

The above is an example of how to complete the Version control table.

Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.

PARENTAL & COMMUNITY ENGAGEMENT POLICY

Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel		Teaching Staff	✓
Key Stage 4 (KS4) GCSE		Education Support Staff	✓
Key Stage 5 (KS5) Level 2		Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3		Directors	✓
Key Stage 5 (KS5) A Levels		Employers	
Apprentices		Visitors / Contractors	

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PARENTAL ENGAGEMENT

1. Introduction

London Design and Engineering (LDE) UTC believes that clear, open and honest communication is at the heart of a successful parental partnership. This will involve a reciprocal partnership communication on a range of levels and in a variety of formats. The knowledge and needs of both the parents and the UTC must be acknowledged and mutually understood.

2. Learner Induction Days

Learner induction days normally take place during the second half of the summer term. This gives learners the opportunity to be introduced to key members of staff within the UTC and their responsibilities. They will be able to tour the building and experience the facilities. Parents will be invited for a settling in evening during the first term of the academic year in September.

3. Regular Communication

The LDE UTC will issue regular news bulletins to parents to communicate information and share in the daily running of the UTC. These newsletters will be issued electronically and included on the UTC's website. The website will also hold key information and documents such as the yearly calendar and policies. We will also use the website and other forms of electronic media.

Facebook and Twitter and email for communicating announcements such as severe weather conditions. This will also be displayed on our website too.

The UTC will ensure that parents know how they can contact the school and who they should speak to concerning their son/daughter and there will be set times when parents can contact teachers for both brief, informal chats or for a more formal meeting.

The LDE UTC will encourage parents to contact the UTC if they are concerned about their child's work or progress and ensure that they know who to contact and that they receive a timely response to their query.

Parents will be contacted promptly if their child is causing concern, so that the parents can work with the UTC on a solution.

4. Formal Parents Evening

Progress evenings are held twice for Year 11 and 13s. We have a settling evening for Year 9 and 12 in addition to their one progress evening.

5. Friends of LDE

The LDE UTC places a high value on parental engagement and involving them in both the life and decision-making process within the institution. There will be one Parent Forum meeting (also known as Friends of LDE) per term. The Friends of LDE will give the parents

and opportunity to contribute to the development of policies and practice within the UTC, together with discussion around key topics such as the curriculum, assessment and reporting and keeping parents informed of national developments.

6. Parental Support in Curriculum Delivery and Enhancement Opportunities

Many of our parents will have professional skills and experiences that the UTC can draw on to support the delivery of both the taught curriculum and enhancement programme. The LDE UTC will use occasions such as the Friends of LDE to explore these opportunities.

COMMUNITY ENGAGEMENT

7. Employers

Employer engagement is a cornerstone of the LDE UTC, and the UTC will actively seek to continually develop partnerships with businesses, aiming to capture a wide range of engineering sectors and sizes, from multinationals to the self-employed. This will be done through:

- Employer forum meetings
- Employer engagement events to showcase the work of the UTC and explore new partnerships
- Employer partners will play a key role in supporting the curriculum through the development and delivery of the Employer Projects. The LDE UTC will encourage employers to support not only with Project development guidance and assessment, but to explore opportunities to become actively involved in and lead on aspects of teaching.

8. Other Schools

As a centre for excellence in engineering education, the UTC will use its position to raise awareness of and promote the sector and associated careers. It will also support and work collaboratively with other schools to develop engineering curriculum opportunities.

The LDE UTC will:

- Allow other schools the opportunity to access some of our specialist equipment
- Explore opportunities for students from other schools to access specialist teaching at the UTC.
- Provide specialist Lego workshops for primary school learner.

9. Wider Community

As part of its remit to promote engineering education and careers and opportunities the UTC will have a programme of community access events, these will include:

- Being a regional hub for the Lego Innovation Hubs
- Open events, we will have two open events during the year, where the community will be able to tour the UTC and experience its facilities.
- We will also look to support local and regional events where we can promote engineering.
- UTC students, through the learner forum, will support and fundraise for at least 1 charity per year.