

Parental and Community Engagement Policy

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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
2.1	09/11/2023	Kenan Drugzani	Minor amendments made to the policy
3.0	16/11/2023		Version approved by the Committee
3.1	12/10/2026	Gloria Gold	Updated in line with current work practices
4.0	19/10/2026		The version approved by the Committee

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 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; it's 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

The 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 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

Year 9 Learner induction days take place during the second half of the summer term with an additional day in September. Year 12 learner induction days take place in September.

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 for each year group.

3. Regular Communication

The LDE UTC is committed to maintaining open, accessible and timely communication with parents and carers. We recognise that effective communication is essential in supporting learner achievement, attendance, wellbeing and personal development.

Parents and carers will receive information through a range of communication channels including: Satchel One and SchoolComms providing access to attendance, behaviour, achievement, timetables and key communication.

- Email communications for important updates, letters, invitations and notices.
- The LDE UTC website, which provides access to:
    - Policies and statutory information.
    - Curriculum information.
    - Safeguarding information and reporting procedures.
    - SEND information and Local Offer.
    - Careers education information.
    - Learner wellbeing support.
    - Examination guidance.
    - Open events and admissions information.
    - Newsletters and college updates.
- Parent information evenings and workshops.
- Social media platforms used to celebrate learner achievement, share key events and communicate important reminders.
- Telephone contact where personalised discussion or urgent communication is required.

Parents will be encouraged to contact the college regarding any concerns relating to their child's education, attendance, wellbeing, safeguarding or progress. Enquiries will be responded to within published service standards wherever possible.

Where concerns arise regarding attendance, conduct, safeguarding, wellbeing or academic progress, parents and carers will be contacted promptly so that effective support can be agreed and implemented collaboratively.

3.1: Attendance and Progress Monitoring

Parents and carers will receive regular updates regarding their child's progress and attendance throughout the academic year.

This may include:

- Progress reports.
- Tracking information.
- Attendance notifications.
- Celebration of achievement.
- Intervention meetings where additional support may be required.
- SEND review meetings where applicable.
- Education, Health and Care Plan reviews where relevant.

LDE UTC recognises that parents and carers play a vital role in supporting attendance, punctuality and academic success.

4. Parent Information and Progress Events

The LDE UTC provides a range of opportunities throughout the academic year for parents and carers to engage directly with staff and support their child's development.

These include:

- Settling-in evenings for Year 9 and Year 12 parents.
- Progress evenings for all year groups.
- Information evenings focused on examinations, post-16 and post-18 progression.
- Careers and destinations events.
- SEND review meetings and annual reviews.
- Wellbeing and safeguarding information sessions where appropriate.

These events provide opportunities for parents to discuss progress, raise concerns and work collaboratively with staff to secure the best possible outcomes for learners.

5. Friends of LDE

The LDE UTC values the views of parents and carers and actively seeks their feedback regarding college life, strategic priorities and learner experience.

We aim for the Parent Forum (Friends of LDE) to meet regularly throughout the academic year and provide opportunities for parents and carers to:

- Contribute to policy development and review.
- Discuss wellbeing, safeguarding and attendance priorities.
- Provide feedback on communication and support systems.
- Contribute ideas for enhancing the learner experience.
- Review developments relating to curriculum, careers and enrichment.

Feedback from the Parent Forum will be considered as part of the college's quality assurance and self-evaluation processes.

6. Safeguarding and Well-Being Engagement

The LDE UTC recognises the importance of working closely with parents and carers to safeguard learners and promote positive wellbeing.

Parents and carers will be provided with information and support through:

- Safeguarding communications and updates.
- Online safety guidance.
- Mental health and wellbeing resources.
- Referrals and signposting to external agencies where appropriate.
- Information relating to counselling, pastoral support and wellbeing services.
- Access to guidance and support through the college website.

The college will seek to work collaboratively with families to identify and address barriers to learning, attendance and wellbeing.

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 learners.
- Introduce our IndEx programme nationally

9. Wider Community

The LDE UTC seeks to make a positive contribution to the local community and to develop active citizenship amongst its learners.

Community engagement activities may include:

- Citizens UK and social action projects.
- Charity fundraising and volunteering.
- Partnerships with local community organisations.
- Cultural celebration events.
- Equality, Diversity and Inclusion activities and awareness campaigns.
- Collaboration with local authorities and community services.
- Open evenings and community events.
- Employer engagement activities.
- Outreach work with primary and secondary schools.
- Participation in local, regional and national initiatives that promote education, wellbeing, inclusion and social mobility.

Through these activities, learners are encouraged to develop leadership skills, social responsibility and an understanding of their role within a diverse society.

10. Equality, Diversity and Inclusion Engagement

The LDE UTC is committed to fostering an inclusive environment where all learners, families and members of the community feel valued, respected and represented.

The college engages parents and carers in Equality, Diversity and Inclusion through:

- Communication of key EDI initiatives and events.
- Celebration of cultural and religious diversity.
- Promotion of equality through newsletters, the website and college events.
- Consultation on policies and practices that impact inclusion.
- Opportunities for parental involvement in cultural and community activities.
- Collaboration with external organisations to promote equality and social cohesion.

This work supports the college's commitment to creating a welcoming and inclusive environment for all stakeholders.