



UNIVERSITY
COLLEGIATE
SCHOOL

ESSENTIAL GUIDE

2021 / 2022

A PLACE FOR LEARNING, INNOVATION AND OPPORTUNITY

PRINCIPAL'S WELCOME

I am delighted to offer you a very warm welcome to **University Collegiate School**; a school with up-to-date facilities that is uniquely placed at the heart of a knowledge campus. I feel privileged to be leading such a forward-thinking and innovative school and college, and I hope that you will be as excited as I am about the opportunities that we offer young people.

Our aim is to ensure that our students gain the skills and qualifications that they need to thrive. We have a new vision for education with technology at its heart which will allow us to "Unlock Potential".

At the **University Collegiate School**, learning embraces creative and innovative approaches that engage students, utilising modern technology to maintain pace and interest. Our curriculum design leads the way in a new era of secondary school learning and supports students to learn and develop life skills; to develop resilience in overcoming challenge and develop critical thinking. These skills are what we all require in life, not simply learning and at the **University Collegiate School** we will provide this bespoke support.

I know that choosing a school or college can be one of the toughest decisions to make, which is why I am committed to meeting with any young person or parent who wants to find out more and explore their future at the **University Collegiate School**.



Nicola Glynn
Principal



Gary Whiting
Acting Principal / Vice Principal

CEO WELCOME

QUEST has a clear and compelling vision for the future of education. Our Trust delivers our moral purpose, our mission and our values through its Spirit of Purpose. This shared understanding of what it means to be part of our Trust ensures that . . .

Our schools are all about passion, determination and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children to a high quality education.

The approach with our family of schools is around interdependence. There is a clearly defined role for the central team that includes school-to-school support, maximising existing expertise in individual schools and added value to secure excellence. In this new era of education, by working together we achieve more.

Our schools are committed to a lasting and consistent entitlement to a Whole Education; meaningful learning for our children within their community and equality of opportunity for all.

As Century flagship schools our digital strategy and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificially Intelligent Learning Platform in all of our schools for all our pupils age 7 to 19. Our staff's talent drive this technology to enable every learner to have a tailored route for their knowledge development. This is balanced by our coaching approach to develop their life skills of resilience, critical thinking and communication.

As Pearson National Award winners for Digital Innovation, we are proud to be shaping the next phase of education in partnership with the University of Bolton and our regional employer sponsors.

On behalf of QUEST, I welcome you to this amazing school and college, where your children will be happy, confident, nurtured and challenged to be the best they can be. We look forward to working with you to invest in their future success.

Sharon Bruton
CEO



KEY STAFF AND CONTACTS

Every student at **University Collegiate School** has an Academic team and Academic Mentor; this should be the first point of contact for you and your parents and carers. Your Academic mentor will be pivotal to your success as a student- monitoring, guiding and supporting you in both academic and personal areas. They will:

- Monitor and track student progress and attendance.
- Coach students through difficulties and help them to exceed their expectations.
- Develop students to become independent life-long learners.
- Signpost students towards opportunities within both University Collegiate School and externally, which will enhance them as individuals and enhance their personal statement and CV.
- Support students through Sixth Form applications and the UCAS process.

Type of help needed	Points of Contact
General Enquiry	Address: University Collegiate School The Stoller Building Deane Road Bolton BL3 5AG Telephone: 01204 928700 Email: enquiries@TheUCS.org.uk Website: www.TheUCS.org.uk
Senior Leadership Team	Ms Nicola Glyn – <i>Principal</i> Mr Gary Whiting – <i>Acting Principal / Vice Principal</i> Mrs Karen Whiffen – <i>Assistant Principal & Head of KS3</i> Mrs Angela Gilroy – <i>Assistant Principal</i> Mrs Kathryn Scholes – <i>SENDCo</i>
Student Services and Inclusion	Mr David Morley – <i>Head of Behaviour and Personal Development, Designated Safeguarding Lead</i> Mr Gary Pye – <i>Head of KS4</i> Mr Jim Dickson – <i>Head of KS5</i>
Heads of Departments	Mrs Angela Gilroy – <i>Head of Science</i> Mr Michael Toole – <i>Head of Maths</i> Ms Eileen McAuley – <i>Head of English</i> Mr Ian Ball – <i>Head of Social Science</i>

UNIVERSITY COLLEGIATE SCHOOL DAY

Time	KS3 - Activity	KS4 & KS5 - Activity
8.30am	School opens for pupils	School opens for pupils
8.45am - 9.00am	Form (coaching)	Form (coaching)
9.00am - 9.50am	Period 1	Period 1
9.50am - 10.40am	Period 2	Period 2
10.40am - 10.55am	Break	Break
10.55am - 11.45am	Period 3	Period 3
11.45am - 12.35pm	Period 4	Period 4
12.35pm - 1.10pm	KS3 Lunch	KS3 - Form/Enrichment PSHE/Assembly (Tues/Thurs)
1.10pm - 1.45pm	KS3 - Form/Enrichment PSHE/Assembly (Tues/Thurs)	KS4 & KS5 Lunch
1.45pm - 2.35pm	Period 5	Period 5
2.35pm - 3.25pm	Period 6	Period 6
3.25pm	School ends	School ends
3.25pm - 4.15pm (Monday - Wednesday)	School open for KS3 for digital learning/project based learning/interventions/enrichment/extra curricular activities	School open for KS4/5 for taught input/self-study/digital learning/project based learning/interventions/enrichment/extra curricular activities
4.30pm	School closes for pupils	School closes for pupils

UCS SCHOOL WORKING PATTERN 2021/22

AUTUMN TERM 2021

Monday 6th September to Wednesday 22nd December

Friday 3rd September – INSET day – *students do not attend*

Monday 18th October to Friday 29th October – Half-term Holiday

SPRING TERM 2022

Tuesday 4th January to Friday 1st April

Monday 14th to Friday 18th February – Half-term Holiday

SUMMER TERM 2022

Tuesday 19th April to Thursday 21st July

Monday 2nd May – Bank Holiday

Monday 30th May to Friday 3rd June – Half-term Holiday

(Bank Holidays on Thursday 2nd and Friday 3rd June)

UNIFORM

We expect all students to wear their uniform with pride, whether they are in school or outside in the community as they travel to and from the school. The Board of Directors devolves the responsibility for maintaining high standards in all things at all times to the Principal and the Director of Education and, therefore, should there be any ambiguity over the interpretation of these standards, they will have the final say.

Key Stage 3 and 4 – Uniform with blazer

- Plain white collared shirt/blouse to be tucked inside of trousers or skirt.
- Plain charcoal grey, or black trousers or skirts. Skirts must be at a respectful and appropriate length.
- Plain black/grey tights with no pattern may be worn.
- A plain grey V-necked jumper is optional and may be worn during cold weather beneath the blazer.
- University Collegiate School tie/neckerchief to be worn.
- Students are to wear their University Collegiate School blazer at all times
- Sensible black shoes without markings or brand names. Shoes should be full and cover the whole foot with a sturdy sole for health and safety reasons
- Headscarves/hijab/headwear worn for religious reasons must be black, grey or navy.
- Coats or jackets, caps or hats are not to be worn in the building.
- Pierced ears should have stud earrings only. **No other piercings are permitted.**
- No jewellery. This includes rings and bracelets.
- Nail polish, acrylic or false nails are not permitted.
- Extreme hair colours, styles or extensions are not permitted.

Subtle, natural looking make-up is permitted in KS4 and 5. No unnatural eyelashes. *The Principal reserves the right to instruct removal of make-up should it be deemed unacceptable.*

Note - Where possible students to purchase their own earphones for I-pad use. The first set will be provided by school.

PE Kit - Key Stage 3 and 4 only

- UCS polo shirt
 - UCS shorts/scort/leggings (plain black until design made)
 - UCS sports long sleeve outdoor top
 - Suitable training shoes must be worn - **No canvas pumps, converse etc.**
 - UCS football socks and football boots to be worn, when required
 - Waterproofs - optional
-

Key Stage 5 (Sixth Form College) – Smart casual

- Students must dress in smart casual attire.
 - Smart trousers or plain jeans, no ripped jeans.
 - Dresses or skirts must be at a respectful and appropriate length.
 - Sensible footwear.
 - Caps or hats are not permitted.
 - Facial piercings are not permitted.
 - University Collegiate School lanyard and ID pass must be worn at all times.
-

BEHAVIOUR AND STANDARDS

Our expectation is that all students will conduct themselves in a respectful and positive manner at all times. Students must follow the appropriate guidelines outlined in:

- Home/School Partnership Agreement.
- Responsible internet, E-mail and network use agreement signed during enrolment.
- Basic classroom rules.
- Mobile phone policy.
- Behaviour Policy.

Students will receive growth mindset postcards when displaying exemplary behaviour and work. Students achievement or behaviour points are recorded on SIMS and appropriate rewards will be awarded.

ATTENDANCE AND PUNCTUALITY

Every student at **University Collegiate School** matters. The most important factor contributing to success at **University Collegiate School** is excellent attendance. The link between attendance and attainment is firmly established. Those students who attend more achieve greater qualifications and are more able to access higher education, employment or training. Students must attend school regularly and are expected to complete any missing work following an absence from **University Collegiate School**. Failure to adhere to **University Collegiate School's** attendance policy may result in an attendance panel meeting. Term time holidays will not be authorised by **University Collegiate School** and may result in a penalty notice being issued by the Local Authority.

ANTI-BULLYING

University Collegiate School is committed to providing a safe and caring environment which fosters self-esteem and respect for others. We are dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported and feel safe. We do not tolerate bullying or discrimination in any form. If this does occur, students should report the incident to any member of staff and know that it will be dealt with promptly and effectively.

SAFEGUARDING

University Collegiate School is committed to ensuring all students are safe and free from harm. We achieve this by playing an active part in the Multi-Agency response to Child Protection concerns and working together as professionals to promote the welfare of all students. The Designated Safeguarding Lead is Mr David Morley. The Deputy Safeguarding Leads are Ms Nicola Glynn and Mr Gary Whiting.

Our Safeguarding Team

- **Academic Mentors** – look after the welfare of students in their Academic team.
- **Pastoral Support** – look after the day to day needs of students.
- **Synergy Team Key Workers and Designated Safeguarding Lead** – look after the needs of our most vulnerable students, reviewing progress and needs on a weekly basis.
- **School Nurse** – Offers a weekly confidential drop in session.

University Collegiate School work in partnership with a wide range of agencies, some of which can be referred into by parents and students directly including:

- Kooth www.kooth.com
- Tootoot www.tootoot.co.uk
- NSPCC www.nspcc.org.uk
- Barnardo's www.barnardos.org.uk
- CEOP www.ceop.police.uk
- Childline www.childline.org.uk
- Bolton Emergency Duty Team 01204 337777

University Collegiate School implement the following policies to ensure the safety and wellbeing of all. All policies can be found on our website:

- Safeguarding and Child Protection Policy.
- Behaviour Policy.
- LAC Policy.
- Equality and Diversity Policy.
- Anti-Bullying Policy.
- Managing Allegations Policy.
- Student Social Media Policy.
- Preventing Radicalisation and Extremism Policy.

CURRICULUM

Our aim is to provide a place for learning, innovation and opportunity to develop our students so they have:

- Q**uality of education
- U**se of research informed learning
- E**quipping students for the future
- S**hared responsibility in learning
- T**ime to reflect and unlock potential

We are committed to providing a curriculum with breadth and depth that allows our students to be able to achieve:

- Academic excellence
- Technical excellence
- Student agency and skills for life



We **ACTIVATE** students learning through:

- Developing students' knowledge through a broad and balanced curriculum
- A focus on health sciences, engineering and STEM
- A focus on personalised learning and the use of digital strategies



We **BREAKTHROUGH** the traditional curriculum boundaries by:

- Embracing a STEM focus
- Using coaching to develop students into owners of their learning journey
- Engaging in project based learning



We **CULTIVATE** our students for their future beyond UCS by:

- Developing them to be global citizens
- Working in, and with, the local community
- Working with local employers
- Engaging in meaningful work experience placements and project based learning
- A programme of enrichment activities enhancing cultural capital for all



INCLUSION FOR ALL

SEND

University Collegiate School recognises that a number of its students may have special educational needs and/or disabilities. We take a holistic approach to identifying and supporting students with SEND needs to ensure they are able to unlock their potential and thrive. Students will be monitored and tailored support put in place through the SEND register.

Areas of need could include one or more of:

- Communication and Interaction.
- Cognition and learning.
- Social, mental and emotional health.
- Sensory and/or physical needs.

For more information, please see **University Collegiate School's Local Offer** on the website.

GIFTED AND TALENTED

At the University Collegiate School we recognise each student as being unique. We seek to identify specialised gifts, talents, skills and interests to enable each pupil to thrive.

FREE SCHOOL MEALS

Did you know ... just registering your child for Free School Meals means that the school gets extra money?

REGISTER NOW TO MAKE SURE YOU DON'T MISS OUT

The Government is giving money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium'.

For every child registered the UCS get an additional £935 per year.

The more parents that take up their entitlement to free meals for their children, the more funds we will get to help children. With this money we could pay for extra classes for groups of pupils or purchase more resources to help teach our pupils.

HOW DOES IT WORK?

First, check if you qualify- it is not just if you are unemployed, so please look at the list below. Registering is really quick and easy- if you think that you qualify, contact the Benefits Office at Bolton Council on 01204 331590 who will help you to register or do it online at www.housing.benefit@bolton.gov.uk.

If you want your child to have a free, healthy meal at lunchtime that's great - they will get the meal free (saving you more than £400 per year). Your child will have a daily allowance of £2.20 added to their food account automatically (the cashless system does not identify that your child is having free school meals to others).

If you don't want your child to have the school meals they can still bring a packed lunch to school but the school still gets £955 extra to support your child.

DO I QUALIFY?

Your child may be entitled to receive free school meals if you receive any of the following:

- Income support
- Income based jobseekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by the Inland Revenue)
- The Guaranteed element of state pension credit
- Working Tax Credit run-on (paid 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit
- Income-related Employment Support Allowance

LUNCHTIME ARRANGEMENTS

Payments for Refreshments, Meals, Trips and Visits

Parents will be able use Cashless Payment to credit student accounts for refreshments, meals, trips and visits.

Food and Nutrition

The Bistro on the ground floor of our building provides a café service throughout the day with a breakfast, break and lunch menu. Students will pay for refreshments and food using our cashless catering system; money loaders will be available within the building for cashless payments to enable students to transfer money onto their account. Parents will also be able use an online portal in order to credit student accounts - further details will be confirmed in September. Students entitled to free school meals will need to provide a letter of entitlement from your Local Authority and will be allocated sufficient money for a meal deal (this will include a hot or cold meal option, drink and dessert item). Students with a free school meal entitlement can purchase additional items at cost but the monetary value of the free school meal deal allowance cannot be transferred from one day to another. Students are permitted to bring a packed lunch in from home. Students are not permitted to bring take away food into **University Collegiate School**. Due to health and safety guidelines, students cannot bring in food or meals that require cooking or heating on the premises.

All dietary requirements are catered for, including halal.

ENRICHMENT

Enrichment is a key part of the life of our school and all students engage in a variety of weekly activities to broaden their horizons and experiences. We feel proud to enable our students to develop their interests, talents and passions. We have offered a variety of enrichment activities such as sport, dentistry, first aid, pharmacy, robotics, optometry, clinical skills, music, engineering and Formula 1.

CAREERS

Careers Education Information Advice and Guidance University Collegiate School ensures that students are prepared to enable them to secure quality destinations. We achieve these aims by:

- Personal Guidance from Year 7;
- A secure careers programme;
- Linking curriculum learning to careers.

At the **University Collegiate School** we provide specialist careers opportunities in Health Sciences and Engineering sectors and added to the traditional careers education we provide the opportunity for:

- Extensive links with local employees.
- Internal and external career fairs.
- Enrichment programmes to ensure personal statements and UCAS applications have relevant and desired extracurricular activities.
- Project Based Learning programmes to ensure students have practical, technical experience in a range of Health Science and Engineering areas.
- Work experience placements.
- Connexions interviews.

Being uniquely located at the heart of Bolton's Knowledge Campus, our students see, each day, a wide range of options for their future career pathway, as well as regular expert inputs from University faculty personnel.



Important Notice

The information contained in this Essential Guide was accurate at the time of printing in Summer 2021, but it should not be assumed that no changes will take place at the school before the start of the 2021/2022 school year. We will make every effort to ensure that you are notified of any such changes.

CONTACT DETAILS



© Google

VISIT US

University Collegiate School
The Stoller Building
Deane Road
Bolton
BL3 5AG

CONTACT US

T 01204 928700
E enquiries@TheUCS.org.uk
W www.TheUCS.org.uk

FOLLOW US

Twitter @TheUCSchool
Facebook The UCS



UNIVERSITY
COLLEGIATE
SCHOOL



ESSENTIAL GUIDE
2021 / 2022