

The Role of the Form Tutor

All Form Tutors have a key role to play in ensuring that students meet the high standard of behaviour, attendance and learning expected here at the Energy Coast UTC.

Typical duties of a Form Tutor are summarised below:

- To be the first port of call for parents/carers and students if they have any queries or concerns.
- To check students have all equipment needed to access learning, as per the equipment list.
- To check students are dressed in the correct uniform, including shoes, lanyards, etc.
- To take the statutory morning and afternoon registers for their tutor group.
- To deliver any Spiritual, Moral, Social and Cultural (SMSC) inputs to their tutor group as required.
- To monitor attendance of students in their tutor group and contact home if attendance is between 97 – 99.99%.
- To complete all safeguarding duties as identified in the school's Safeguarding Policy and Keeping Children Safe in Education 2021.
- To refer students of whom they have concerns to the appropriate Head of Key Stage.
- To issue detentions in line with the Energy Coast UTC Behaviour Policy.

Equipment List

- Black pen (more than one – we recommend three)
- Green pen
- Purple pen
- Pencil
- Ruler
- Rubber
- Highlighters
- Mathematical compass
- Mathematical protractor
- DAL scientific calculator
- Charged iPad (Year 10 and 11 only)
- Earphones/headphones
- Reading book
- ID card and lanyard
- Safety boots (can be worn or kept in UTC locker)
- Lab coat (should be kept in UTC locker)
- PE kit (Years 10 and 11 only)