

CORE CURRICULUM AND CHOICES

What subjects will I study and how much choice do I have?

You will study English, mathematics, science and ICT. In addition, you will also have timetabled PE, PSHE and assembly/tutor time. RE and citizenship will be taught as part of the PHSE scheme of work. Together, these subjects are known as the 'core'.

In addition to the core, you are able to choose 4 GCSE 'options'. To help you with this choice we have colour coded the subjects according to the sort of experiences that you might have when studying them. In order to have a balanced choice, try to choose from 4 different areas, but you may choose subjects from any colour band.

ICT study will lead to the OCR National qualification which is worth 1 GCSE. English will lead to 2 GCSEs (language and literature) for the majority of students. Science will be studied as triple science, double science or BTEC. You will get guidance from your science teachers to help you choose.

The details of your curriculum, including the choices available to you, are summarised later on and on the choices forms at the back of this booklet.

How do I find out about the courses?

Firstly, read this booklet carefully. It contains information about the curriculum as a whole and details of each course.

Your subject teachers will talk to you in lessons about courses in Years 10 and 11, and teachers of 'new' subjects will arrange talks so that you can find out more about their subjects.

In January, there is a curriculum evening for parents/carers, to give them the opportunity to find out about the courses from heads of departments. You will also receive your Records of Progress so that you and your parents/carers can use these to help inform your choices. Then during your tutor-student-parent/carer interview you can discuss your ideas before making your final choices in early March.

What should I consider when making my choices?

When choosing your subjects, you should bear in mind the following:

- You should choose subjects you like and are good at - you are most likely to succeed in these subjects.
- There are some new subjects available which you will not have studied before. Make sure you find out all about these subjects before you decide.
- Do not choose a subject just because you like the teacher or because your friends want to do it - you might have a different teacher next year, and your friends might be in a different group.
- If you have any idea of a possible career, choose subjects which will help you achieve your aim.
- Think carefully about the demands of homework, portfolio work and controlled assessments across the subjects you are thinking of choosing, to make sure that you will be able to cope.
- Because you might want to change your mind about your career later, you are advised not to specialise too much at this stage, but to take a good range of different subjects.

CURRICULUM SUMMARY YEARS 10 & 11 (KEY STAGE 4)

ENGLISH	For most pupils this will lead to 2 GCSEs : English language and English literature (7 hours per fortnight).
MATHEMATICS	1 GCSE (6 hours per fortnight).
SCIENCE	This leads to Triple award science (3 GCSEs) Double award science (2 GCSEs) BTEC science (worth 3 GCSEs) (10 hours per fortnight).
ICT CORE	For most students this will lead to 1 GCSE (2 periods per fortnight).
4 FURTHER OPTIONS	You can choose 4 subjects from the options list 4 GCSEs (5 hours per fortnight each).
PSHE RE CITIZENSHIP	Non-examination course, providing modules on health education, careers education, RE, citizenship and personal development. (2 hours per fortnight in Yr 10, 3 hours per fortnight in Yr 11).
PE	Core PE for all (3 hours per fortnight in Yr 10, 2 hours per fortnight in Yr 11). No examination.
TOTAL	50 hours per fortnight
ASSEMBLY/ TUTOR PERIOD	(1 session per day).

CHOOSING SUBJECTS

Choosing Subjects: Where can I get help?

This year, you are being asked to make some important decisions and this booklet gives you most of the information you need to make your choices. It is important that you read it carefully. You must do some of the subjects (the core), but you have the chance to choose what you do for about half the week.

- The course outlines (on the coloured pages) will tell you a lot about the subjects at GCSE level: for example, the sort of things that are taught and what is expected of you in terms of internal assessments and module exams.
- You should ask your subject teachers for information about their subject at GCSE.
- Your form tutor will also help you, by discussing the choices you are thinking of making, to make sure that these subjects are right for you. Your head of year and assistant head of year will also be pleased to discuss your ideas with you.
- Connexions advisors are there to advise you too. They will be able to tell you about possible careers and which subjects are the best preparation for them.
- Your parents/carers will be able to help you make the best possible decisions and you should talk to them about your plans.
- Make sure you have discussed your choices fully at home and at school before you make a final decision.

GCSE COURSES

How is my GCSE work assessed?

For most subjects the GCSE grade is awarded on a combination of **controlled assessments**, **regular external module exams** and a final **written examination**. The proportion varies from subject to subject.

Your assessments will be set continuously throughout the course or you may be set extended assignments at regular intervals. Details of all deadlines are given to you early in Year 10. It is important that you learn to plan your work to keep to the deadlines. Your student planner should help you with this. If you have problems, you should discuss them with your teacher as early as possible, to ensure that you complete this part of the course as well as you can. If you are ill and unable to meet an assessment deadline or take an examination, the Examinations Officer, Mrs Chapman will contact the relevant examination board for advice.

Homework

Homework is an important part of all examination courses. You will be set an increasing amount of work to do at home and you will be expected to take more responsibility for managing it and meeting deadlines. This means that you will have to plan ahead when to do the work, in order to spread the demand evenly across the week, and to make sure that work is handed in on time.

If you find you are unable to complete a homework, or are falling behind with your deadlines, you must tell your subject teacher and form tutor. They may be able to help.

Subject teachers will set a variety of forms of homework which might include research, writing up, revising, collecting resources, investigating, reading, note-making, as well as more formal, written tasks. Just because you have no written homework, it does not mean you have no homework!

Quite often, subject teachers will set extended pieces of work over a number of days or even weeks, for example a long essay or assignment. This underlines the need for you to plan your time carefully in advance.

You should ensure that you have got a quiet working place at home and set aside some time each evening and at weekends.

As a guide, it is expected that up to two hours' homework per week could be needed in each subject, although this will vary and is likely to average out at about twelve hours per week in total. Specific revision work will be set as assessments and written exams approach.

How will my progress be recorded?

At the beginning of Year 10, your teachers will give you **course outlines** for each subject. These will show you in detail the criteria which will be used to decide what sort of grades you will get in GCSE. As you work through the course, the feedback which your teachers give you will show you how you are making progress towards these assessment objectives. You will be assessed in many different ways; on your written work, orally, on practical work, on project work and by teachers talking to you and observing you. All teachers will also note your ability to work with others and how you improve your own learning and performance.

For **controlled assessments**, your teachers will be able to advise you about what you need to do to gain the best possible marks. After you have completed the assessment, then it is marked to nationally agreed standards, and the marks are moderated and inspected by other teachers. For all subjects, the course outlines will show you what percentage of the final mark is based on assessment. Your teachers will give you a timetable for completing assessments and the dates of the deadlines which you must meet. These should be entered into your work planners. The final write-up of controlled assessments has to be completed with teacher supervision.

The **external module examinations** in Year 10 give you formal opportunities to see what progress you are making. These exams are important and count towards your final GCSE grades. Mock examinations usually take place before Christmas in Year 11 and give you a further opportunity of a full 'dress rehearsal' for GCSE. There will also be module examinations in Year 11.

In the autumn term of Year 10 your subject teachers will be setting target grades which will be based on your previous performance at KS3 and their professional judgement of the work you have completed so far. Your progress in each subject will be tracked each term against the targets set. The Head of Year and your tutor will analyse your performance and identify any weakness so that you can improve your performance in a particular subject.

Is it all exam work?

No. Your timetable will also include physical education (PE), assembly, tutor period and personal, social and health education (PSHE).

The core PE programme will allow you to experience a range of sports, team games and health-related activities on a weekly basis. There are many opportunities to do even more by taking part in clubs, activities and teams at lunchtimes and after school. In addition, you may choose to take GCSE PE.

The PSHE programme, including assemblies and tutor periods, is designed to help you develop as an individual and gain a deeper understanding of society. The course will cover aspects such as health education, citizenship, religious education, drugs education, sex education, careers, moral issues and a range of skills such as money management, personal organisation and study skills. In all these areas, you will develop both self-awareness and your ability to work with others.

The careers education and guidance programme will include information about careers, access to the careers library, interviews with Connexions personal advisors and work experience in Year 10.

The Information and Communication Technology (ICT) Programme

ICT at Key Stage 4 is designed to ensure that all students have the opportunity to develop their ICT skills throughout Years 10 and 11.

In core ICT lessons, you will develop your ability to effectively use a variety of software applications in an accurate and precise way to present documents.

To this end you will follow the OCR Level 2 National First Award in ICT course. You will complete two Units:

- ICT Skills for Business
- Creating Computer Graphics

This course will allow you to achieve certification for each Unit completed. Successful completion of the two Units will allow you to achieve an OCR National First Award which is the equivalent of 1 GCSE (grade A* - C).

In addition to core ICT, you may also choose to study 2 further Units:

- Webpage Creation
- Creating animation for the WWW using ICT

These Units will count as 1 of your optional subjects. They will be added to the Units you complete in core ICT lessons, and you will be awarded an OCR Level 2 National Award in ICT, which is the equivalent of 2 GCSEs (grades A* – C)

ICT lessons at Key Stage 4 have a key role in supporting your curriculum through dedicated ICT lessons. They support you by developing skills and processes in the use of ICT that will enable you to improve upon much of the work that you do in other subject areas. To enhance your experience in ICT even further you may choose complimentary options provided by the additional units to give you a breadth of experience in ICT.

Vocational Education

During Years 10 and 11, you will probably begin to think about possible occupations and the skills you might need for them.

In order to help with this process of preparing for the world of work, the school provides a number of experiences for all students which give your studies a vocational dimension. These include:

1. Work Related Learning activities in Year 10 and 11
2. Work experience (in Year 10)
3. Careers Information and Guidance
4. The development of skills (e.g. letter-writing, interview techniques, preparing a CV)
5. Project work in some subjects which is based in a vocational context, e.g. problem-solving drawn from real needs of business and industry
6. The development of key skills - ICT, numeracy, communication, teamwork and problem-solving.
7. Enterprise activities, which are launched in Enterprise Week.
8. Additional careers related activities, which are led by outside agencies, typically on collapsed school days.

CAREERS AND WORK EXPERIENCE

What will Careers Education involve in Year 10?

In Year 10, students will use computers to work their way through PLANIT and KUDOS which are diagnostic programmes. These programmes will involve answering questions about:

- ◆ Aspirations of current study and further education or training
- ◆ The level of work which would be of interest
- ◆ The types of occupations that would be of interest
- ◆ The conditions within work that would suit the student
- ◆ The subjects which the student feels are their strengths.

From the responses, the students will get immediate feedback concerning the types of interest areas that would suit them and will be matched up with at least 10 occupational areas to which the answers best fit.

They will then have the opportunity to find out in-depth information about any of these occupations along with related areas of work. Students can access further information through

the many facilities available in the Careers Resource Centre. This may help as a guide towards work experience placements as well.

Will I do work experience?

All Year 10 students have a compulsory two-week experience of the world of work. At the placement you will gain an insight into the requirements of the work place, its disciplines and develop upon your current practical and social skills.

Work experience placements are found by Connexions, who check each placement to make sure that it conforms to health and safety and insurance requirements. Some students investigate and organise their own placement, but these will also have to satisfy the criteria mentioned and gain Connexions approval. All students are monitored by their form tutor/Head of Year whilst on work experience.

To prepare for this experience you will complete a variety of activities on the Work Experience Preparation morning, as well as tutor and ICT sessions. These will involve CV writing, communication with the employer, health and safety issues and placement preparation. You will also visit your placement and have an interview prior to work experience. This visit enables you to ask questions and find out what is expected of you from the employer.

Your work experience is a valuable and essential part of the curriculum and will take place towards the end of the summer term. Many students consider this as two of their most enjoyable weeks of education. The placements often result in part time opportunities and targeted work experience.

What will I do on work experience?

This will depend on the type of placement. In general, you are treated as a member of staff and are expected to carry out a wide range of tasks appropriate to your age and experience. In addition, you have to complete a logbook. Some subject areas may set you an assignment based on your work experience placement.

How do I find out about the career options open to me at the end of Year 11?

On the school website there is a careers webpage, you can access PLANIT and KUDOS online which form part of the Careers lessons in Year 10. There are also a variety of links which you can follow to find more information. You also have a session in the Careers Resource Centre to refamiliarise yourself with the information available. We would encourage you to attend information sessions with outside speakers. You will also have the option of attending the 'World of Work' day in the spring term, to talk about specific areas of interest.

During your careers education programme in Year 10 and 11, you will cover topics such as further education, training and employment, applications, interviews and labour market information. You will also prepare and write a career action plan, and develop a functional CV.

You will be given additional materials from Connexions to clarify your options and they also give you information about the labour market. We will also make available to you information from a variety of sources to help you with your decision making. This information is available on your year noticeboards, careers department noticeboards and in the Resource Centre. A vacancy board in the Careers area is also kept up to date with occupation opportunities in the area.

You can obtain information about careers from the Careers Resource Centre. The careers department staff are available to give you advice and you will also be given the opportunity to discuss your ideas with a Connexions Personal Adviser in an individual interview. In Year 11, there is a Post-16 Options Evening for your parents/carers to give them the opportunity to find out more about possible employment, training and study options after Year 11.

KEY STAGE 4 - YEAR 10/11

YEAR 10	
SEPTEMBER 2010	Begin courses. Teachers give out course outlines indicating how you will be assessed throughout the course. Assessment Point 1.
OCTOBER	
OCTOBER TO DECEMBER	Target setting for students in all subjects.
NOVEMBER	External module exams – Maths, Science
JANUARY	External module exams (subjects to be confirmed).
FEBRUARY	Assessment Point 2.
MARCH / APRIL	Year 10 internal exams.
MARCH	External module exams – Maths, Science.
JUNE	Assessment Point 3. External module exams (subjects to be confirmed).
JULY	Work Experience. Completed combined personal statements, statement of experiences and curriculum vitae for Progress File.
YEAR 11	
OCTOBER	Start draft Summative Statements and CVs for NPF. St Ivo Sixth Form prospectus published. Open Evenings.
NOVEMBER	Assessment Point 1. External module exams – Maths, Science. Applications for apprenticeships to begin.
DECEMBER	Year 11 internal examinations.
JANUARY	External module exams (subjects to be confirmed).
FEBRUARY	Deadline for Sixth Form applications. Assessment Point 2.
MARCH	Draft Summative Statements and CVs for NPF completed. External module exams – Maths, Science
MAY	GCSE written exams begin. Presentation of National Progress Files.
AUGUST	GCSE RESULTS.