



YEAR 11 INFORMATION GUIDE (last updated 02/10/20)

INTRODUCTION:

This Information Guide will address, and update, many areas, as we re-open the school for this new year. Below, is a list of the **Y11 Key Staff** to contact, directly, if there is further information needed.

Y11 KEY STAFF:

If there is a specific question, please contact the **Form Tutor or Head of Phase**, first. Should s/he not be able to help, they will be able to forward to another colleague: if you are unsure how to contact the member of staff, please use: admin@winchcombeschool.co.uk

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| FORM TUTORS: | |
| <u>11 Cleeve:</u> Mrs Kingsbury Mrs Turner | <u>11 Prescott:</u> Mrs Davis |
| <u>11 Langley:</u> Mr Watson | <u>11 Sudeley:</u> Mr Murray |
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| HEAD OF PHASE Mr Haynes | CAREERS/POST-16 Miss Willmott |
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| HEAD OF ENGLISH Mrs Dale | HEAD OF MATHS Mr Bale |
| HEAD OF SCIENCE Mrs Tipper | |
| SENIOR LEADERSHIP: Academic/Curriculum Mrs Teague Mr Clarkson | SENIOR LEADERSHIP: Pastoral/Safeguarding Mr Gohil Mr Young |

Y11 KEY DATES:

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| Thursday 19 th November 2020 | 4.00-7.00pm | Y11 Parents' Evening – virtual/remote |
| w/b Monday 8 th February 2021 & w/b Tuesday 23 rd February 2021 | | Y11 Mock Exams – based in the Gym; formal exam regulations and expectations |
| Thursday 25 th March 2021 | 4.00-7.00pm | Y11 Parents' Evening –virtual/remote |
| w/b 5 th April & 12 th April – over Easter 2021 | | Plan to hold Revision Classes – TBC later in the year |



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| Predicted Grades will be updated (on Go4Schools) at the following times throughout the year. <i>We anticipate Predicted Grades may alter by up to 2 grades as the work is completed:</i> | w/b 5 th October w/b 16 th November (prior to Parents' Evening) w/b 21 st March (prior to Parents' Evening) w/b 10 th May (prior to the final Summer Exams) |
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PARENTS' EVENINGS: Thursday November 19th 2020 & Thursday March 25th 2021 (4.00pm-7.00pm)

Many parents have asked about the opportunity to talk with subject teachers. At this stage, we cannot offer face-to-face, in school, but we are preparing two virtual/remote Parents Evenings: November 19th 2020 and March 25th 2021.

We have **Elevate** coming to talk with Y11s about 'Ace Your Exams'. This has been scheduled to link with *Microsoft Teams* training and the Parents Evening (November). It also comes when students should begin to revise for the February Mock exams.

Over **Easter** (5th / 12th April 2021) we will hope to plan for a series of revision sessions. Currently, we cannot run sessions, after-school (see page 5, below); nor in holidays. However, we continue to review the Guidance and risk assess if we can begin to offer some after-school / holiday sessions.

A final piece of **Summer 2021 information** we are all waiting on, is whether Exams are to be moved back into June, possibly July. As of 2nd October 2020, we simply have no information on this and have to work on the assumption that the usual Exam dates will be the same. This would mean, broadly, that MFL Orals are in early May, followed by Religious Studies / Computer Science being two of the first 'written' exams in mid-May. Once Government and Ofqual have agreed and let us know, we will inform students and parents.

Frequently Asked Questions (FAQs)

(Q1) How has Winchcombe School prepared students for the new year?

RE-OPENING SEPTEMBER 2020: PRIORITIES

Our first priority is ensuring that we re-open to a **Covid-Safe Environment**, following Government Guidance.

This has meant:

- a one-way system across the school;
- 4 staggered Break-times, to reduce the mixing of all five year groups;
- focussing on hygiene and sanitizing both within lessons and around school;
- making use of our outdoor space for all Breaks, in all weathers, except when raining.

We will have the new, extended, **Dining Hall** ready from Monday 5th October which will mean students can sit, indoors, socially distanced from other year groups, and eat/drink inside.

'Safety' remains the top priority. If we don't do this, we would open ourselves to potential health risks.

If students are:

- too close to each other,
- pushing/shoving,
- being 'silly' in corridors,



Staff will take firm action and, where the student refuses to accept any responsibility, we will issue sanctions and contact home.

Our second priority is **Attendance**. As per Government Guidance, schools were asked to re-open and take 100% of students Monday-Friday. With our safety measures in place, and secure, (Priority #1) it is vital that every student attends, every day.

If your son/daughter is unable to be in school, you, as Parent, will need to give a clear reason. Specifically, if the reason is 'Covid-related' or 'General illness'. Mr Young (Assistant Headteacher), Mrs Peters (Attendance Officer) and other staff, need precise information so that we can 'code' the attendance on our registers and explain what needs to be done in terms of any testing before returning.

Attendance: X-Codes:

Students who are absent for 'Covid-related' reasons will be given an X code on the register and work will be sent home by the subject teachers that day. The X code remains on the register until either the student has a negative test, and comes back to school; or has a positive test and remains off school – in both these cases the code changes to 'I' and there will be discussion as to what, and when, work can be sent home.

Our third priority, for all students, is **Teaching & Learning** which includes:

- All Staff reviewing the students' work, from Y10, and re-planning the work through all of this year
- All Staff, and Students, using this first month to 're-connect' with the work before, and during, lockdown
- Many parents (and students) talk of 'gaps' in learning but, in fact, we are re-planning the work which would have been covered April-July in this first term, to avoid 'gaps'.
- Exam Boards, and Individual Subjects, have published changes for the Summer 2021 GCSE exams which staff are reading through and feeding back directly to the Y11 students in their lessons. Changes might include: a choice of topics in an Exam Paper; or might include a change in NEA (Coursework) criteria.

Teachers have had to be resilient and adaptable, over the last six months, as have our Students and Parents. Teachers have re-planned the Y11 work, including key dates for Mock Exams / Parents' Evenings, which are included further in this Guide.

Jointly, as Priority three, is insisting on the **highest behaviour and academic expectations**. Every lesson counts; every piece of work counts; every day in school counts. Staff cannot accept work, or behaviour, that is second-best. This is not because of Covid-19, or Lockdown, this is simply to ensure all Y11 students can achieve their highest potential next summer.

PREFECTS:

On Thursday 24th September we were pleased to be able to issue the Red Ties to our **Prefects for 2020-2021**. Again, the delay was simply to embed the new School Year, first, and ensure students and staff were used to new routines and expectations.

The Prefect role is one we take seriously and is the opportunity for Y11 students to support staff and be active role models each day. We are looking at how Prefects can support on Duty; and where they can represent the school either in physical events, or virtually.



(Q2) How is my son/daughter being supported, in Y11, with Careers and 6th Form options?

Following from the general Teaching and Learning expectations and planning, is **Careers and Post-16 Guidance**. Miss Willmott has been proactive before, and throughout, lockdown, especially with the current Y11 students.

There are events we would have run in school, such as the 'Post-16 Fair' in October. Unfortunately, we cannot invite Sixth Form Colleges, and FE Colleges into school, nor can we have 98 students, plus parents, in the Hall all at the same time.

Separately attached, in this Y11 Website Section, is the key information Miss Willmott shares with Y11s in Term 1 (02-pdf and 03-pdf). Please read then both very carefully and speak to your son/daughter's Form Tutor or Miss Willmott, in the first instance, if you have more questions.

Below is a link to the Careers section, on our website. Miss Willmott regularly updates this with information from all 6th Form providers and Colleges. Please look into it, at least every 2-3 weeks.

<https://winchcombeschool.co.uk/career-further-education/>

(Q3) How is the Y11 Curriculum & Assessments being used to help support by son/daughter this year?

Throughout this year, each Subject Department will continue to issue 'internal' assessments, generally in the normal classroom lesson: these might be fortnightly/monthly/weekly, as the work dictates. If Homework is titled 'revision' it is imperative students give as much time and effort to revising through their notes, as they would if they had a specific task to complete.

In addition to these 'internal', on-going, assessments we will run a more 'formal' period of **Mock Exams. These are planned for February: either side of the half-term (w/b 8th and 23rd February)**. Already we have discussed the timing, carefully, with students/parents, with some possibly thinking they are too late in the year.

Teachers need as much content to have been taught, as possible, *before* Mock Exams are sat. Scheduling them before Christmas would not be appropriate and would take away the teaching and learning which we need to continue throughout Terms 1 and 2, with minimal interruptions. Equally, leaving Mock Exams until March, is endangering the time we have left to go over the weakest skills/topics.

The Mock Exams will be timetabled into the Gym and will be treated formally, to remind students of the strict Summer Exam regulations – we will send out full details before the end of Term 2, December, including the Mock Exam Timetable.

It is important to remember that Mock Exams are not the sole 'grade' on which staff will make judgements and predictions. Predicted Grades have been set, and will be regularly reviewed, for all Y11s. Although the students did not take Y10 Summer Exams, and were not in full-time school from March to July, our staff are experienced and professional to be able to give predications, always with the proviso that these grades can both increase, or decrease, over the next 6-8 months. We have to expect, and anticipate, that Predicted grades may rise (or fall) by up to 2 Grades throughout this year.



INTERVENTIONS / AFTER-SCHOOL SESSIONS:

For Term 1 (September/October) we have prioritised: Safety, Attendance, Teaching & Learning, Academic & Behaviour Expectations in, and around, school.

From Term 2 (w/b 2nd November) we are investigating the option of running sessions, for Y11 students, after-school. Speaking with Staff, Students and Parents, this Term, will be crucial to arrange safe, Covid-compliant, sessions after-school. Please reply promptly, when further information is sent out.

Effort Grades

Effort grades will be awarded for some homework activities and other key tasks. They are given according to the following codes:

E Excellent - The pupil has made every effort to produce the best work of which they are capable.

VG Very Good – The pupil has made a very good effort to produce work which is really pleasing in relation to their ability.

G Good - The pupil has made a good effort to produce work which is of a pleasing standard in relation to their ability.

S Satisfactory - The pupil has made some effort to produce work of a competent standard in relation to their ability.

U Unsatisfactory - The pupil has made insufficient effort to produce work of a competent standard in relation to their ability.

(Q4) What is Winchcombe School doing about another Lockdown in the local area, or Nationally?

IN THE EVENT OF A FURTHER LOCKDOWN – REMOTE LEARNING

We are setting aside time for Y11s to be trained on **Microsoft Teams** (Tutorial period) – the tool we would use if all schools have to go into a full lockdown this year.

- Where an individual student is absent, for Covid-19-related reasons, s/he will receive the day's work from their Subject Teacher, via Email/Teams/Go4Schools.
- Where a whole Year Group is self-isolating, Teachers will deliver their lesson, via *Microsoft Teams*, on the normal period and normal day. Students need to be able to access *Microsoft Teams* which our Training and 'User' Guide will help support: Information, including a 'User' Guide, will be sent out by the end of Term 1 (23rd October 2020). **We must ensure that all students can access Microsoft Teams at home – we will be contacting all students/parents to check we have this information.**
- Where we are in a National Lockdown, the Winchcombe Contingency Classroom (WCC) will be reinstated, for students of vulnerable students and key workers. Teaching staff will deliver lessons, as per the timetable, but with shortened periods of 50 mins. More details will follow by the end of Term 1 (23rd October 2020).



TERM DATES: 2020-2021

From this year, 2020-2021, **all** Terms will end at the usual time of 3.10pm. There won't be 'early finishing' in December nor July. The reasons are simply to ensure we maximise the Teaching and Learning throughout the year. We are reviewing, carefully, how the 'ends of terms' are organised – due to Covid-19 restrictions, we are less likely to be able to hold some of the social/celebration events we normally would.

If the changes to 'end of school' for December/July, is a problem for you and your son/daughter, please contact the school via admin@winchcombeschool.co.uk

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| Term 1 ends: <u>Thursday</u> 22 nd October 3.10pm | (Friday 23 rd October is Staff INSET) |
| Term 2: Monday 2 nd November – Friday 18 th December (3.10pm) | |
| Term 3: <u>Tuesday</u> 5 th January – Friday 12 th February (3.10pm) | (Monday 4 th January is Staff INSET) |
| Term 4: <u>Tuesday</u> 23 rd February – <u>Thursday</u> 1 st April (3.10pm) | (Monday 22 nd February is Staff INSET) |
| Term 5: Monday 19 th April – Friday 28 th May (3.10pm) | |
| Term 6: Monday 7 th June – <u>Wednesday</u> 21 st July (3.10pm) | |

Please address any questions to:

Form Tutor / Head of Phase (details on page 1) or admin@winchcombeschool.co.uk

If there is other information we can include, in this section of the website, please let us know.

Last updated on Friday 2nd October 2020