



YEAR 7 INFORMATION GUIDE (last updated 02/10/20)

Introduction:

This Information Guide will address, and update, many areas we have been finalising, prior to the re-opening in September 2020. Below, is a list of **Y7 Key Staff** to contact, directly, if there is any further information needed.

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

FORM TUTORS:	
<u>7 Cleeve:</u> Mrs Conlon Mrs Playfair	<u>7 Prescott:</u> Mrs Cheslin
<u>7 Langley:</u> Mrs Dale	<u>7 Sudeley:</u> Miss Hale
HEAD OF PHASE Mrs Hastings	CAREERS/POST-16 Miss Willmott
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

Y7 KEY DATES:

w/b 11 th January 2021	Year 7 Assessment Window #1 Students will be completing internal assessments, based in classroom lessons, which will be recorded onto Go4Schools, as a 'formal' indicator of current progress and attainment. Other assessments, including Homeworks, will be set <u>continually</u> , throughout the year.
Thursday 11 th February 2021	Y7 Parents' Evening – virtual/remote – 4.00pm-7.00pm
w/b 5 th July 2021	Year 7 Assessment Window #2 Students will be completing internal assessments, based in classroom lessons, which will be recorded onto Go4Schools, as a 'formal' indicator of current progress and attainment. Other assessments, including Homeworks, will be set <u>continually</u> , throughout the year.
w/b 12 th July 2021	Y7 Subject Reports



PARENTS' EVENING: Thursday 11th February (4.00-7.00pm)

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 working on a virtual/remote Parents' Evening.

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 students' prior learning, from Primary School, and re-planning the Y7 work through all of this year
- All Staff, and Students using this first month to 're-connect' with the Y6 learning from 2019-2020

Teachers have had to be resilient and adaptable, over the last six months, as have our Students and Parents.

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 Y7 students can achieve their highest potential next summer.

(Q2) How is the Y7 Curriculum & Assessments being used to help support by son/daughter this year?

Before, and during, the Lock-down period, we continued to review our Curriculum, ensuring we offer a broad range of subjects, whilst ensuring improved progress in the Core subjects of English, Maths and Science. To further adhere to Government Guidance in reducing the number of different groups, Y7s are timetabled into 2 different Teaching classes:

- 'English' Classes: 7ATH (DE), 7AST (TR), 7BDA (KI), 7BWH (RH)
- Tutorial (Tutor Groups)

Initially, this means that Maths/Science lessons are being taught in 'English' Groups. We feel strongly that reducing the number of teaching groups will reduce risks to students. We are continually reviewing the Guidance and, when we can create different 'Maths' classes, we will do so.

The Teaching Groups are divided into two Bands: Band A is 7ATH and 7AST; Band B is 7BDA and 7BWH. The decision as to which student goes into which Band/Group was based on their Reading Tests, completed at the beginning of Term 1. The more confident, proficient and analytical, Readers are in Band A; those students who need support with Reading and Understanding are in Band B.

From this year, all Y7 students in Winchcombe School will study Spanish as their Core Language. From Y8, there will be 1 class of Dual Language (Spanish and French) but these students will be determined by their English group, not solely their ability in Spanish. It is vital, through Y7, that students make progress in English and Spanish if they wish to pick up a second Language, French, in Y8.

From September 2020, the Hospitality & Catering lessons are shared with ICT lessons. In each Y7 Teaching group, ½ the students study Hospitality & Catering for 18 weeks and ½ study ICT. From February, the classes then swap over.

Also, in their Computer Science lessons, we are setting aside time for Y7s to be trained on **Microsoft Teams** – the tool we would use if all schools have to go into a full lockdown 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.



Assessment Descriptors

KS3 Criteria	General Descriptor
Exceeding	Demonstrating skills, knowledge and understanding above age-related expectations in all areas.
Secure	Meeting age-related expectations in all areas and may be exceeding in some areas.
Developing	Meeting age-related expectations in many areas but not yet secure in all areas.
Beginning	Not yet meeting age-related expectations in many areas.

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.

(Q3) 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 Y7s to be trained on **Microsoft Teams** (Computer Science lessons) – 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

Term 1 ends: Thursday 22nd October 3.10pm (Friday 23rd October is Staff INSET)

Term 2: Monday 2nd November – Friday 18th December (3.10pm)

Term 3: Tuesday 5th January – Friday 12th February (3.10pm) (Monday 4th January is Staff INSET)

Term 4: Tuesday 23rd February – Thursday 1st April (3.10pm) (Monday 22nd February is Staff INSET)

Term 5: Monday 19th April – Friday 28th May (3.10pm)

Term 6: Monday 7th June – Wednesday 21st 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 Friday 2nd October 2020