



## YEAR 9 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 **Y9 Key Staff** to contact, directly, if there is any further information needed.

### Y9 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](mailto:admin@winchcombeschool.co.uk)

<b>FORM TUTORS:</b>	
<u>9 Cleeve:</u> Mrs Tipper	<u>9 Prescott:</u> Ms Presland
<u>9 Langley:</u> Miss McGaw	<u>9 Sudeley:</u> Mrs Barrett Mrs Brooks
<b>HEAD OF PHASE</b> Miss Beard	<b>CAREERS/POST-16</b> Miss Willmott
<b>HEAD OF ENGLISH</b> Mrs Dale	<b>HEAD OF MATHS</b> Mr Bale
<b>HEAD OF SCIENCE</b> Mrs Tipper	
<b>SENIOR LEADERSHIP: Academic/Curriculum</b> Mrs Teague Mr Clarkson	<b>SENIOR LEADERSHIP: Pastoral/Safeguarding</b> Mr Gohil Mr Young

### Y9 KEY DATES:

w/b 23 <sup>rd</sup> November 2020	<b>Year 9 Assessment Window #1</b> 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 28 <sup>th</sup> January 2021	<b>Y9 Parents' Evening</b> – virtual/remote – 4.00pm-7.00pm
w/b 24 <sup>th</sup> May 2021	<b>Year 9 Assessment Window #2</b> 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 14 <sup>th</sup> June 2021	<b>Y9 Subject Reports</b>



## **PARENTS' EVENING: Thursday 28<sup>th</sup> January 2021 (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 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 5<sup>th</sup> 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 Y8, 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.

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 Y9 students can achieve their highest potential next summer.

## (Q2) How is the Y9 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, Y9s are timetabled into 4 different Teaching classes:

- 'English' Classes: 9ATH, 9AST, 9BDA, 9BWH
- 'Maths' Classes: DE, TR, RH, KI
- Technology Carousel: 5 Classes, mixed ability and gender
- Tutorial (Tutor Groups)

These 4 Teaching classes are more than we run in Y8 or Y7, this year. We believe that Y9s need the facility to be taught in different groups, before choosing Options later in the year. But, we are also wary that this may need to change if the risks become too great. In which case, the number of different classes may reduce.

Also, from this year, we have reverted back to English and MFL (Modern Foreign Languages) being taught in the same Teaching Groups; also only 1 class (9ATH) being the Dual Language of French and Spanish. This has been agreed partly to line with the numbers who choose both MFL for GCSE; also the need for English skills to be the key focus in Y9, linking both MFL and English classes together.

**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.

From September 2020, in Computer Science lessons, we are setting aside time for Y9s to be trained on **Microsoft Teams** – the tool we would use if all schools have to go into a full lockdown this year.

### **OPTIONS EVENING:**

Currently, we will be unable to run a face-to-face, school-based, Options Evening. However, **we plan to issue Options Information, to Year 9 students, in Term 2 (Nov/December)** and will speak directly to the Year group. Miss Willmott (Careers Lead), Miss Beard (Head of Phase for Y9) and Mr Clarkson (Deputy Headteacher, Curriculum) will lead the process.

Where we can, we will build in a virtual/remote Options Evening, giving Parents more information and clarity on what can, and cannot, be chosen. This is likely to be in Term 3 (January/February 2021).



For this year, the Subjects in each Option Block will be issued in Term 2 – this may limit the choices students can be given. **Students choose 4 Options plus 2 Reserves. We will do our best to ensure that 3 of the 4 chosen Options can be taken in Y10; this may mean that 1 (or even 2) of the Reserve Choices will also be taken.**

### Assessment Descriptors

<b>KS3 Criteria</b>	<b>General Descriptor</b>
<b>Exceeding</b>	Demonstrating skills, knowledge and understanding above age-related expectations in all areas.
<b>Secure</b>	Meeting age-related expectations in all areas and may be exceeding in some areas.
<b>Developing</b>	Meeting age-related expectations in many areas but not yet secure in all areas.
<b>Beginning</b>	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 Y9s 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 (23<sup>rd</sup> 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 (23<sup>rd</sup> 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](mailto:admin@winchcombeschool.co.uk)

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

Term 2: Monday 2<sup>nd</sup> November – Friday 18<sup>th</sup> December (3.10pm)

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

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

Term 5: Monday 19<sup>th</sup> April – Friday 28<sup>th</sup> May (3.10pm)

Term 6: Monday 7<sup>th</sup> June – Wednesday 21<sup>st</sup> July (3.10pm)

Please address any questions to:

**Form Tutor / Head of Phase** (details on page 1) or [admin@winchcombeschool.co.uk](mailto:admin@winchcombeschool.co.uk)

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