

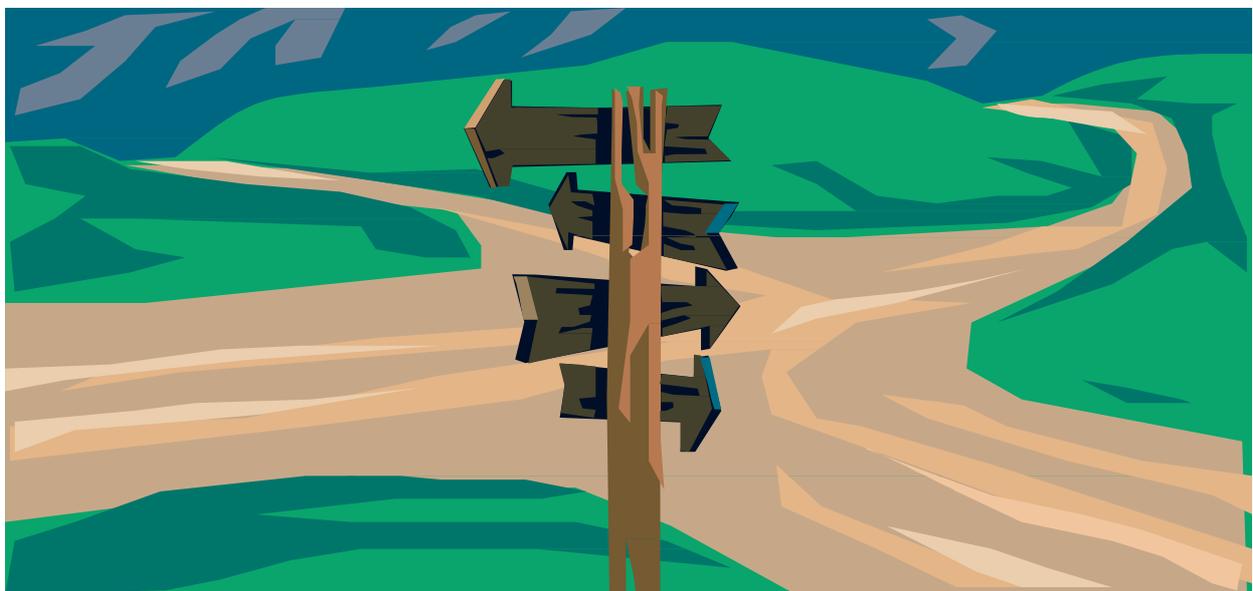


Peacehaven Community School

NO ORDINARY SCHOOL

**Information, Advice and Guidance for
Parents and Carers**

**Supporting Year 10s with their Pathway through Year 11
and Post 16 Options
June 2017**



Dear Parents and Carers,

Thank you for attending our Year 10 into Year 11 transition evening. As this year's Year 11 group leave, your child becomes a member of the senior year group at PCS. With this status comes much responsibility; we expect our senior students to be good role models for our younger students in their behaviour and attitudes towards others. Many of our Year 10 students have already contributed to our community through their work as Student Presidents, Vice Presidents and Student Leaders. I know many others do, simply by being engaged in their learning every day and by always showing polite, kind and thoughtful behaviour to all other learners and staff.

Crucially, students will need to show responsibility and a growth mindset in their studies throughout the next year. New GCSE exams in all subjects, of which your sons and daughters are the first cohort to sit in 2018, are challenging. They are challenging in terms of the amount of content students need to learn for each individual exam, and challenging because of the number of exams your son or daughter will sit. However, we believe that this year group has the potential to achieve the best set of GCSE outcomes yet in the history of PCS. They have already shown by their progress in lessons that they are capable of great success in the summer of 2018. We want our students to access the best possible college courses, training or career pathways and eventually, the possibility of studying at University.

The reason we have invited you in this evening is to share with you information, advice and guidance we will be giving to your child during the coming year to help them meet this challenge successfully. Firstly, in terms of how you can help your son and daughter navigate through the academic challenge of the coming year. Secondly, to discuss the process of making an informed choice and applying for appropriate Post 16 options.

I hope you find the evening useful and informative. Please do contact Ms Leggett or Miss Murphy in the first instance should you have any further questions.

Kind regards,

Gavin Peevers

Deputy Headteacher

Behaviour for Year 11

This year is critical for students to ensure that they reach their full potential and success in their GCSE's. In the classroom, students are expected to take responsibility for their learning and the learning of others. This requires them to be respectful, motivated and focused. Teachers will maintain the highest expectations for behaviour for learning and ensure that all students are pushed to be the very best that they can be.

We know that the majority of our students in Year 11 follow these expectations, have made excellent progress and have built up excellent relationships with both staff and other students. However, because of the importance of this year, any year 11 student who does not follow these expectations and prevents others from learning, will be sent to the Exit Room or Isolation Room and will automatically have to stay for an hour after school when they will be expected to complete Maths or English work to a high standard.

We understand that Year 11 is a very stressful year for our students, however, there is still an expectation of a high standard of behaviour both in the classroom and around the school. We expect all members of our community to be treated with respect and courtesy, that the school expectations with regards wearing the correct uniform, having correct equipment, keeping phones in their lockers and coming to class on time ready to learn will also be followed. There will be consequences for any Year 11 student who is unable to follow these expectations. They are our most senior students and with that role comes the responsibility to be an excellent role model for our younger students.

We will consider refusal to cooperate with staff or follow staff instructions to be a serious offence. Students will always be given opportunities to get it right in class and all staff will follow the language of discipline guidance to give students a fair opportunity to make the right choices. Should this not happen, students will be given some take-up time to allow them a final chance and after this we will consider their actions a refusal. If this happens, there will be further consequences and the student must earn the right to return to class or be in the main body of the school during break and lunch time. They will do this by demonstrating appropriate excellent behaviour and completing a high standard of work whilst out of circulation. Parents will be informed if this happens and your support with this is crucial and would be appreciated.

Attendance Matters

At PCS, we know that excellent attendance is crucial to the success of our students. We aim for all students to have **100% attendance** and **no less than 97%**; even this means that your child would be missing over a week of schooling each year! As you know attendance is extremely important in every year but especially so in Year 11. This is because the colleges will ask for student's attendance records which could affect the offers given to pupils. In this document, you will find the answer to some of the key questions in relation to attendance and what happens if your child does not attend. If you have any further questions, please contact your child's tutor directly.

What do I do if my child is off sick?

Please contact the main school number (01273 581100) after 7am and leave a message. This can also be done through the Studybugs app, which allows you to bypass phoning in. You must tell us every time your child is off for a day, even when it is consecutive days because otherwise we are obliged to start safeguarding procedures, including truancy calls, to confirm their whereabouts.

Medical proof may be asked for if your child is off for more than three consecutive days sick or if they are off for more than five days in an academic year. Fixed penalty notices may be issued by East Sussex County Council if this proof cannot be provided. Please see the guidance for this in the school website.

What happens if my child falls below 97%?

If your child falls below 97%, their tutor will contact you to arrange a PSP (Pastoral Support Plan) meeting where through a supportive conversation all parties will look at setting up further support and targets to help improve your child's attendance.

If your child's attendance is between 88 and 91.9% the PSP will be taken over by their Head of Year. Once a student hits 90% attendance or below, it is considered that they fall into 'persistent absence' as per government guidance. This means parents and carers are at risk of prosecution. If we see a pattern emerging then we may offer ESBAS (Education Support, Behaviour and Attendance Service) attendance early intervention support in school.

If your child's attendance falls below the 88% threshold then a more intensive set of supportive measures will be implemented by the Intervention and Support Manager. This may include a core referral to ESBAS (Education Support, Behaviour and Attendance Service) and could ultimately lead to prosecution as per the law on school attendance.

What happens when ESBAS are involved?

A representative will first meet with you and your child. They will discuss any potential barriers and issues to coming to school and try to set up a plan to improve your child's attendance. They will then monitor your child's attendance at school and assign a key worker to support you and your child. If your child's attendance does not improve then the support will become more intensive and the legal process that can lead to your prosecution may then begin.

Can we have holidays in term time?

The simple answer is no. Government guidance has not changed and fines may be issued to parents and carers who take their child out of school for holidays and other reasons without authorisation. You are entitled to submit a request for withdrawal from learning, but we are not authorised to permit holidays during term time. Any withdrawals will also result in the loss of places on residential trips

Where do I find the attendance policy?

The policy is on the school website under the tab School > Attendance.

<h1>175 NON SCHOOL DAYS A YEAR</h1> <p>175 days to spend on family, visits, holidays, shopping, household jobs and other appointments</p>					
<p>190</p> <p>SCHOOL DAYS IN EACH YEAR</p> <p>190 days for your education.</p>	<p>180</p> <p>DAYS OF EDUCATION</p> <p>10 days absence – two whole weeks each year.</p>	<p>171</p> <p>DAYS OF EDUCATION</p> <p>19 days absence – ½ a school year over five years.</p>	<p>161</p> <p>DAYS OF EDUCATION</p> <p>29 days absence - a whole term missed each year.</p>	<p>152</p> <p>DAYS OF EDUCATION</p> <p>38 days absence – 1 school year over five years.</p>	<p>143</p> <p>DAYS OF EDUCATION</p> <p>47 days absence – two whole terms each year.</p>
100%	95%	90%	85%	80%	75%
<p>Perfect</p> <p><i>Best chance of success!</i></p> <p>Most likely to get your target GCSE grades.</p> <p>Intervention begins when attendance falls below 97%.</p>	<p>Concern</p> <p><i>Lesser chance of success.</i></p> <p>Gaps will be appearing in your learning.</p>	<p>Worrying</p> <p><i>Limited chance of success.</i></p> <p>Typically at least one grade lower in your GCSEs.</p> <p>90% is considered as PERSISTENT ABSENCE.</p>		<p>Serious Concern</p> <p><i>Slim chance of success.</i></p> <p>Typically two grades lower in your GCSEs.</p> <p>Serious impact on your future life chances if there is no valid reason.</p>	

Post 16 Guidance

Now that your son/daughter is in year 11 he/she will need to make decisions about what to do at the end of the school year. There is a range of information advice and guidance (IAG) available to students at PCS to help students with their choices.

Where to get Information Advice and Guidance for Post 16 Routes at PCS

Should your son/daughter require **specific/intensive** careers guidance, **Mrs Holden** our independent careers **guidance** adviser will be able to meet with your son/daughter on an appointment basis. Students who would like to meet with **Mrs Holden** can arrange an appointment through **Ms Carr** who can be found in the school library. Year 11 students can also ask their tutors to arrange an appointment with **Mrs Holden**.

For **general enquiries** regarding where to find information on Post 16 routes, year 11 students can ask for information and **advice** from **Ms Carr** in the school library. **Ms Carr** can also advise on relevant/appropriate careers websites.

If year 11 students are not sure who to ask for information advice and guidance, they can go to **Miss Murphy** in the Head of Year Office who will be able to **signpost** (direct) students to the right person.

Post 16 information and advice is delivered through **PSHEE** lessons where all year 11 students receive careers education lessons in accordance with the careers education framework guidance.

Year 11 students are also expected to **take responsibility** for their **own independent careers/post 16 route research**. Students can do this by using the recommended websites listed at the end of this guide and attending the open evening events held (dates of these will follow once confirmed by Colleges).

Raising the Participation Age (RPA).

The government has increased the age to which all young people in England must continue in education or training, requiring them to continue until the end of the academic year in which they turn 18 from 2015.

This does not necessarily mean staying in school; young people have a choice about how they continue in education or training post-16, which could be through:

- Full-time study in a school, college or with a training provider.
- Full-time work or volunteering combined with part-time education or training.
- An apprenticeship.

For more information please go to:

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/participation/rpa>

The September Guarantee

This is a process that helps local authorities to meet their statutory duty to secure enough suitable education and training places for 16 to 18-year-olds in their area. Local authorities provide all 16 and 17-year-olds with an offer, by the end of September, of a suitable place in education or training. The offer should be appropriate to meet the young person's needs and may be in a school, college or in work-based training.

www.gov.uk - **then search September Guarantee**

Full Time Education

When considering full time education it is important to think about **all the options on offer**. We recognise that this is a big decision to take for all our students.

- We encourage all our students to **think carefully** about what they would like to do when they leave PCS.
- We encourage all our students to thoroughly **research** their choices so that they are making informed decisions.
- We help our students in their research and decision making by signposting a range of Information Advice and Guidance Opportunities.

What level?

It is important to apply for courses at **the appropriate level** based on the course entry requirements and your son/daughter's predicted GCSE grades. There are courses available for **all abilities**.

- Most institutions will expect a minimum of grades of 4 and above in order for students to study A Levels (also known as level 3 courses). Many A Level courses will require a grade 6 if you wish to study that subject at A Level.
- Many Post 16 Institutions use the term "level" when describing courses. "Level

1 refers to 1-3 grades at GCSE. "Level 2" refers to grades 4-9 at GCSE. Level 3 refers to a standard beyond GCSE and is linked to courses of A Level standard.

- Each Post 16 course will tell you the level(s) at which that course can be studied (e.g. level 1, 2 3) and the grade entry requirements needed in order to be considered for a place on the course

Grading new GCSEs from 2017

New grading structure	Current grading structure
9	
8	A*
7	A
6	B
5	C
4	
3	D
2	E
1	F
	G
U	U

Always Aim High – Do your best

- It is important to note that for some courses (for example, vocational level 1), the entry grades may appear to be low. In all cases, we would strongly advise that our students do not work towards the lower grade, but instead **work to achieve their best**. The grades listed are minimum entry requirements, if the courses are popular, then the college may select those with higher grades.
- It is really important that the student leaves PCS with the best grades they can possibly achieve as students have been known to change their minds and so therefore if they work towards the minimum entry requirements of one particular course and then change their minds, the entry requirement grades may be different for another course.
- If the student achieves higher grades, it may mean the student can go on at a higher level, and therefore a two year, rather than a three year period of study at the college.

Preferred Learning Styles

- It is important for students to recognise that some **subjects can be taught in different ways**. We would advise students to consider their preferred learning styles when making Post 16 choices. For example A Levels are usually assessed by exams while a BTEC in the same subject area may have a combination of assessment of coursework and examinations.

Do your research

- We advise our students to go and visit a range of colleges on their open evenings, to ask questions to establish whether it is the right place for them.

Some Suggested questions to ask at Post 16 Open Evenings

- How is this course assessed? (% ratio exams: coursework)
- What are the class sizes?
- How much homework can my son / daughter expect to get each week?
- What is the dropout rate in your subject? (Why do students leave?)
- What do students go on to study, once they have completed this course?
- How will you support my son/daughter if they find the work difficult?
- What additional costs are there (books, equipment, etc.)?
- How much exam practice guidance will my son/daughter receive through their courses

Applications

Historically, applications have been made through completing an application form. This year some colleges will be using an on-line application system called 'UCAS Progress'. Year 11 students have been given their UCAS Progress Logon and have been working with Ms Carr in the computer room practicing how to use the website.

Students can apply to more than one college. There is a paper application form for the Brighton Colleges: Varndean, BHASVIC and Greater Brighton Metropolitan (formally known as City College, Brighton and Hove). Students who wish to apply for Sussex Downs (Lewes and Eastbourne), Plumpton, UTC and Seaford Head 6th Form College are to apply through UCAS Progress.

Students are required to put down a preference for the Brighton Colleges and rank them in order of which they would most like to go to. Students must think **very carefully** about their preference as they may not be able to change their mind about which of the Colleges (that provide A Levels) they wish to go to after the application has been processed.

At present students will be asked to hand in all of their completed Post 16 applications to **Ms Carr** in the library. The deadline for applications to be handed in is **MONDAY 27th NOVEMBER 2017**. These can be handed in before this date as soon as completed. PCS will then deliver these applications to the respective colleges.

Students can collect college applications from Ms Carr in the library.

Before handing in the application **please** check...

- Parent/Carer has **signed** the application.
- Students have written choices down in order of preference.
- Students have completed all the sections of the application.

Common questions:

Q: Can I change my mind, once I have handed in my application?

A: Yes. It is really important that at the point of handing in their form, the students have carefully considered their options. However the colleges do recognise that young people change their minds - students can discuss any changes at their college interview (students will be expected to give a carefully thought through reason for any changes they wish to make).

Q: When can I expect to receive an interview?

A: Some students may be interviewed before Christmas, most interviews will take place after Christmas. If a student is worried that they have not heard from the college, they can always speak to Ms Carr in the library about their concerns.

Full-time work or volunteering combined with part-time education or training

If your son/daughter wants to look for **full-time work** when they leave PCS, according to the Government Guidelines on Raising the Participation Age, they will **also** need to be involved in **work based training**.

This would be seen as a suitable offer as long as the training is the equivalent of around a day a week. It must be accredited by OFQUAL

(The **Office of Qualifications and Examinations Regulation (OFQUAL)** is a non-ministerial government department that regulates qualifications, exams and tests in England and vocational qualifications in Northern Ireland.)

<http://connexions360.org.uk/education/apprenticeshipswex/Pages/Traineeships.aspx>

Apprenticeships

An Apprentice works for an employer while they are, studying for a work-related vocational qualifications, functional skills qualification(s) or they may also choose to work towards technical certificates related to their job role.

At 16, it is likely that students will be looking for an **intermediate** apprenticeship.

For further information on apprenticeships, students should go to the following websites:

www.apprenticeships.org.uk/

www.apprenticeships-in-sussex.com/

Important

If your son/daughter is thinking of exploring the full-time employment and work-based learning or apprenticeship route, we would **always** recommend that they also apply to college and hand their application(s) in by **Monday 27th November 2017**. If your son/daughter does not apply for college along with all the other students, then if they change their mind later in the year, the course they would like to do could well be full.

Guide Levels and Qualifications

	Level Indicators	Examples of Qualifications at this Level
Entry Level : part of the Foundation Learning Tier	Builds a basic level of knowledge, understanding and skills.	Entry 1, Entry 2 and Entry 3, in a range of areas including National Curriculum subjects, life skills, basic skills, and skills for working life.
Level 1 : also called Foundation Level and part of the Foundation Learning Tier	Basic knowledge, understanding and skills, and the ability to apply learning to activities that relate to everyday situations.	All GCSE grades 1-3, Life Skills Level 1 certificates Functional Skills Level 1 Foundation Diplomas and Extended Foundation Diplomas Vocationally Related Qualifications at Level 1 for example: BTEC Introductory, City and Guilds Certificates National Vocational Qualification (NVQ) Level 1
Level 2 : also called Higher Level	Building knowledge and/or skills in relation to subject or sector areas; gaining ability to apply learning to a varied range of tasks.	All GCSE grades 9-4 Higher Diplomas and Extended Higher Diplomas Functional Skills Level 2 VRQ Level 2 for example: City & Guilds Progression Awards, NVQ Level 2 Graded exams in Dance, Speech and Drama
Level 3 : also called Advanced Level	Learning at this level involves obtaining in-depth knowledge, understanding and skills, and a higher level of application. Appropriate for people who want to go to university, or to further training or employment.	All AS and A levels, Extended Projects, Functional Skills Level 3 Advanced, Extended Advanced and Advanced Progression Diplomas VRQ Level 3 for example: Foundation Diploma in Art and Design NVQ Level 3, music grades 6, 7 and 8. International Baccalaureate diploma

Useful website for careers/post 16 independent research

www.ucasprogress.com/search students can use this tool to search for courses in Brighton and Hove and East Sussex.

www.c360.org.uk, a website for young people in East Sussex aged 11 to 19. Lots of helpful advice on finance, education and work.

www.whatuni.com/

www.notgoingtouni.co.uk/

Local post 16 Providers:

www.sussexdowns.ac.uk - Website for Lewes, and Eastbourne (Vocational) Sites.

www.bhasvic.ac.uk – Website for BHASVIC

www.varndean.ac.uk – Website for Varndean College

www.ccb.ac.uk – Website for Greater Brighton Metropolitan College (***please note that this e-mail address will change in the new academic year 2017/2018***)

www.Northbrook.ac.uk - Website for Northbrook College.

www.Plumpton.ac.uk - Website for Plumpton College

www.seafordhead.org – Website for Seaford Head 6th Form

www.utc-harbourside.org – Website for UTC

Apprenticeship Websites:

traineeships.apprenticeships.org.uk

www.apprenticeships-in-sussex.com/

Careers Research Websites:

www.nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/

Matching skills and qualifications to over 750 jobs. Brief descriptions of what the work would be like, the average salary you could expect and what the career prospects are.

www.careersbox.co.uk – a range of video clips of people in different jobs- sharing their experience of what the job is like/ their qualifications, etc.

REVISION GUIDES FOR GCSE SUBJECTS

THE FOLLOWING ARE AVAILABLE TO PURCHASE FROM RECEPTION:

ENGLISH - (ask for order form)

GCSE AQA English Language: For the Grade 9-1 Course: The Revision Guide (CGP) – 9781782943693

Spelling, Punctuation and Grammar for GCSE: The Study Guide (CGP) – 9781847628916

ENGLISH LITERATURE - (ask for order form)

Unseen Poetry: The Poetry Guide (CGP) – 9781782943648

AQA Anthology of Poetry: Power and Conflict: the Poetry Guide: for the Grade 9-1 Course (CGP) - 9781782943617

AQA Poetry Anthology: Power and Conflict: Study and Revise for GCSE – 9781471853562

A Christmas Carol: York Notes for GCSE (9-1)

A Christmas Carol by Charles Dickens: Study and Revise for GCSE- 9781471853524

A Christmas Carol by Charles Dickens: the Text Guide (CGP) – 9781782943099

Macbeth: Study Guide (York Notes for GCSE) -

Macbeth by William Shakespeare: the Complete Play (CGP) – 9781841461205

Macbeth: The Text Guide (CGP) – 9781841461168

Macbeth: Study and Revise for GCSE – 9781471853623

An Inspector Calls: The Text Guide (CGP) – 9781841461151

An Inspector Calls: York Notes for GCSE (9-1) – 9781447982166

MATHS

Maths: Revision Guide: Foundation - 9780008112493

Maths: Revision Guide: Higher – 9780008110369

SCIENCE

GCSE Physics: OCR 21st Century (Grade 9-1): The Revision Guide (CGP) – 9781782945635

GCSE Chemistry: OCR 21st Century (Grade 9-1): The Revision Guide (CGP) – 9781782945628

GCSE Biology: OCR 21st Century (Grade 9-1): The Revision Guide (CGP) – 9781782945611

GCSE Combined Science: OCR 21st Century (Grade 9-1): The Revision Guide: Higher Level (CGP) – 9781782945642

COMPUTER SCIENCE

Computer Science: Revision Guide – 9780008162047

DESIGN TECH

GCSE D & T Resistant Materials: AQA: The Revision Guide (CGP) – 9781847623539

GCSE D & T: Graphic Products: AQA: The Revision Guide (CGP) – 9781847623560

GCSE D & T Textiles: AQA: The Revision Guide (CGP) – 9781847623515

GCSE WJEC Catering: Study & Exam Practice (CGP) – 9781847629883

WJEC GCSE Hospitality & Catering: My Revision Notes – 9781444153897

GEOGRAPHY

New Grade 9-1 GCSE Geography AQA Complete Revision & Practice (with Online Edition)

ISBN: 1782946136

HISTORY

The course has four topics with a revision guide for each. Each published by the exam board and priced.

REVISE Edexcel GCSE (9-1) History Anglo-Saxon and Norman England Revision Guide and Workbook

ISBN: 1292169745

REVISE Edexcel GCSE (9-1) History Superpower Relations and the Cold War Revision Guide and Workbook

ISBN: 1292169753

Revise Edexcel GCSE (9-1) History Crime and Punishment in Britain Revision Guide and Workbook

ISBN: 1292169702

REVISE Edexcel GCSE (9-1) History Weimar and Nazi Germany Revision Guide and Workbook

ISBN: 1292169737

ICT

Revise Edexcel GCSE ICT: Revision Guide – 9781446903872

MEDIA STUDIES

WJEC GCSE Media Studies: Study and Revision Guide – 9781908682215

MODERN FOREIGN LANGUAGES

GCSE French: New GCSE Revision Guides (9-1 course)

GCSE Spanish: New GCSE Revision Guides (9-1 course)

MUSIC

GCSE Edexcel Music (Grade 9-1): Complete Revision & Practice (CGP) (9781782946151)

SOCIOLOGY

OCR – please see link below as we do not have revision books in school. There are alternatives available which you may find cheaper

https://www.bookdepository.com/OCR-GCSE-Sociology-Student-Book-Lynn-Taylor/9780435807573?redirected=true&utm_medium=Google&utm_campaign=Base3&utm_source=UK&utm_content=OCR-GCSE-Sociology-Student-Book&selectCurrency=GBP&w=AFC7AU9SM7GR1BA80CM2ACTB&pdq=kwd-1100610797698:kwd-1100610797698:cmp-81758997:adg-5315195539:crv-{creative};pos-{adposition};pid-9780435807573&bclid=d6dc891fc7a4481c99a1b0e5b135ebb0&utm_term=1100610797698