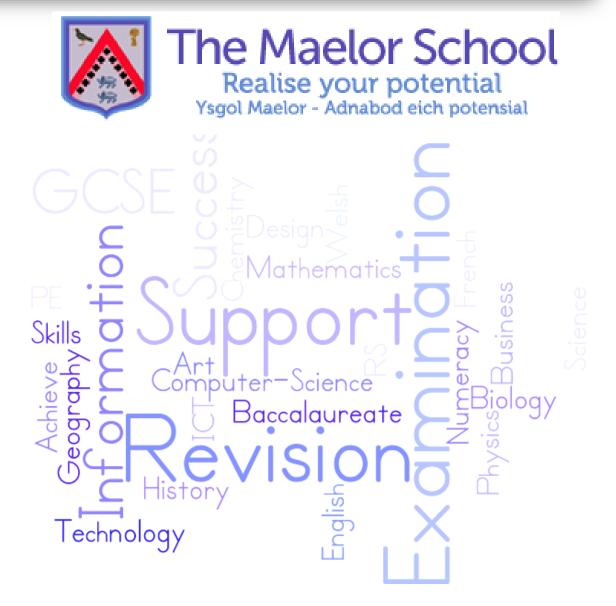
PARENT INFORMATION BOOKLET 2023/24





STEP UP TO GCSE

PARENTS INFORMATION EVENING

Wednesday 25th October, 2023

Head Teacher /Pennaeth : Mr S Ellis Tel/Ffôn : 01948 830291 Email/EBost : contact@maelorschool.org.uk

WHO ARE WE?

Core Leadership Group

Headteacher	Mrs Natalie Wil- liams	Head of Year
Deputy Headteacher	Mrs S Desena	Mental Health Lead
	Mr Garry Griffiths	KS4 Pastoral
Assistant Headteacher	Here to Help	
Assistant Headteacher	Nicky Longley	Examinations Officer
Assistant Headteacher	Mrs S Adelmann	Attendance Officer
School Business Manager	Mrs D Jupp	Access Arrangements
	Deputy Headteacher Assistant Headteacher Assistant Headteacher Assistant Headteacher	Image: Notation of the liamsDeputy HeadteacherMrs S DesenaMr Garry GriffithsAssistant HeadteacherHere to HelpAssistant HeadteacherNicky LongleyAssistant HeadteacherMrs S Adelmann

Pastoral Support Staff

Careers Wales

8.55	to 9.15	Registration in form bases/ assembly Thursday morning		
9.15	to 10.15	Lesson 1	Tutor	Form
			Mrs Hughes	10CD
	to 10.30	Break	Mrs Carter	10DD
10.30	to 11.30	Lesson 2	Mrs Peters	10GD
11.30	to 12.30	Lesson 3	Mr Nolan	10GT
12.30	to 1.25	Lunch		
1.30	to 2.30	Lesson 4	Mrs Swanton	10PS
2.30	to 3.30	Lesson 5		

TRAINING DAYS AND SCHOOL HOLIDAY DATES

Autumn Term 2023

School Opens School Closes School Opens Staff Training Day

Spring Term 2024

Staff Training Day School Opens School Closes School Opens School Closes

Summer Term 2024

Staff Training Day School Opens Bank Holiday School Closes School Opens Staff Training Day School Closes Tuesday 5th September 2023 Friday 27th October 2023 Monday 6th November 2023 Friday 22nd December 2023

Monday 8th January 2024 Tuesday 9th January 2024 Friday 9th February 2024 Monday 19th February 2024 Friday 22nd March 2024

Monday 8th April 2024 Tuesday 9th April 2024 Monday 6th May 2024 Friday 24th May 2019 Monday 3rd June 2024 Friday 28th June 2024 Friday 19th July 2024

LIFE AS A KS4 STUDENT

Preparations before the School Day

- Good night's sleep.
- Wear the correct uniform.
- Relevant books/files for lessons.
- Bring correct equipment: black pen, purple pen, pencil, ruler, calculator, eraser, highlighter, protractor, compass.
- Homework completed.
- Personal organisation to arrive on-site by 8.45 am.
- Clear understanding of year assembly and form time procedures.

Expectations During the School Day

- Attend school regularly and punctually.
- Complete work to the highest possible standard, seeking help and guidance when necessary.
- Sustain effort and hard work throughout the courses.
- Develop effective time management skills.
- Recognise and seek guidance when necessary.
- Demonstrate determination and the will to succeed.
- Utilise an academic diary/planner to record and organise work.
- Demonstrate behaviours in lessons to ensure all individuals can learn and staff can conduct lessons without disruption.
- Sign in with the Attendance Officer at Reception if arriving on site later than 9.05am and/or leaving the school site during the day for medical appointments.
- To follow the correct procedure for all fire drills.

After the School Day

- Each student will have regular homework set for each subject to include:
- a) Reading around the information given in lessons.
- b) Formal homework tasks such as worksheets.
- c) Undertaking practice examination questions.
- d) Revision for tests and assessments.
- e) Redrafting previous work
- f) Researching alternative points of view/interpretations.
- g) Following up the suggestions made by teachers, including looking up an article in a newspaper, watching a particular television programme or reading a book chapter.

There is an expectation that students will start developing independent study skills during their time in KS4. All students should carry out revision throughout their GCSE courses, even if this has not been set as a formal homework task.

ATTENDANCE & PUNCTUALITY

- Punctuality is an important part of self-discipline and is essential for good time management.
- Students need to ensure that they are in the appropriate classroom on time. Students arriving late to registration, after 8.55 am, will be recorded as late to registration.
- If students arrive after 9.05 am they will be required to sign in at reception.

How attendance figures can be affected by absences

100% = Full attendance	90% = 18 Days absence
85% = 27 Days absence	75% = 45 Days absence

Impact upon lessons missed through non-attendance

1 day absent = 5 lessons missed

1 week absent = 25 lessons missed

2 weeks absent = 50 lessons missed

If a student had an 80% attendance figures between years 7-11 it would be equivalent to missing one whole school year !

What impact may this have on a student's life....?

- Research suggests that 17 missed school days a year results in a drop of 1 grade of achievement in a subject area.
- The greater the attendance, the greater the achievement.
- PG days are essential throughout KS4 as vital intervention/revision work takes place during these days for all the Core Subjects.
- Lessons are for learning and students must avoid missing them at all costs.
- Should there be exceptional circumstances when students need to request time out of school you should write to the Headteacher to request permission.

It is every student's responsibility to catch up on all work missed due to absence.

Assessment Timeline—Year 10



- All GCSE courses in Wales are examined by the WJEC examination board.
- Changes to the examination system announced by then Education Secretary Kirsty Williams came into effect for summer 2019.
- This effects the timeline of assessment for this year 10 group and subsequent year groups.
- The timeline for external examinations during year 10 is outlined in the table below.

Subject	Date of Assessment		Percentage of GCSE
Welsh	March/April 2024— External Speaking Exa	mination	25%
GCSE English Literature	13th May 2024—Unit 1	2hr	35%
	20th May 2024—Unit 2	2hr	40%
	Unit 3 is controlled assessment throughout	Year 10.	25%
GCSE Biology	10th June 2024 — Unit 1	1hr 45m	45%
GCSE Chemistry	13th June 2024 — Unit 1	1hr 45m	45%
GCSE Physics	17th June 2024 — Unit 1	1hr 45m	45%
GCSE Science Double Award	10th June 2024 — Biology 1 (Unit 1)	1hr 15m	15%
	13th June 2024 — Chemistry 1 (Unit 2)	1hr 15m	15%
	17th June 2024 — Physics 1 (Unit 3)	1hr 15m	15%
GCSE Applied Science Double	10th May 2024 — Unit 3	1hr 30m	22.5%
Award	10th June 2024 — Unit 1	1hr 30m	22.5%
History	4th June 2024 — Unit 2	1hr	25%

- These GCSE examinations are incredibly important and it is essential that students take their year 10 studies very seriously as they constitute a considerable portion of the final examination grade. For English Literature it will be their full GCSE.
- Mock examinations for English, Sciences and History will take place in the hall, commencing in March in order to help prepare students for the external GCSE examinations in the summer.

Assessment Details—Year 11

Subject	Assessment		Percentage	of GCSE
Applied Science Double Award	Unit 2 Written Examination	Unit 4 Task Based Assessment (Nov-Dec)	22.5%	20%
	Unit 5 Practical Examination (January)		10%	
Art	Unit 1 Coursework Portfolio	Unit 2 Practical Examination	60%	40%
Business	Unit 1 Written Examination	Unit 2 Written Examination	62.5%	37.5%
Biology	Unit 2 Written Examination	Unit 3 Practical Examination (January)	45%	10%
Chemistry	Unit 2 Written Examination	Unit 3 Practical Examination (January)	45%	10%
Computer Science	Unit 1 Written Examination	Unit 2 Onscreen Examination	50%	30%
	Unit 3 Controlled Assessment		20%	
English Language	Unit 1 Oracy Controlled Assessment (Oc	tober/November)	20%	
	Unit 2 Written Examination	Unit 3 Written Examination	40%	40%
English Literature	Unit 1 Written Examination	Unit 2 Written Examination	35%	40%
(Year 10)	Unit 3 Controlled Assessment		25%	
French	Unit 1 Speaking Examination	Unit 2 Listening Examination	25%	25%
	Unit 3 Reading Examination	Unit 4 Writing Examination	25%	25 %
Geography	Unit 1 Written Examination	Unit 2 Written Examination	40%	40%
	Unit 3 Fieldwork Enquiry		20%	
History	Unit 1 Written Examination	Unit 3 Written Examination	25%	30%
	Unit 4 Controlled Assessment (October-	November)	20%	
ICT	Unit 1 On screen examination		40%	
	Unit 2 Controlled Assessment		60%	
Mathematics Numeracy	Unit 1 Non - calculator	Unit 2 Calculator Allowed	50%	50%
Mathematics	Unit 1 Non - calculator	Unit 2 Calculator Allowed	50%	50%
Music	Unit 1 Performing	Unit 2 Composing	35%	35%
	Unit 3 Listening Examination		30%	
Physics	Unit 2 Written Examination	Unit 3 Practical Examination (January)	45%	10%
Physical Education	Unit 1 Written Examination	Unit 2 Controlled Assessment	50%	50%
Religious Education	Unit 1 Written Examination	Unit 2 Written Examination	50%	50%
Technology	Unit 1 Written Examination	Unit 2 Controlled Assessment	50%	50%
Science Double Award	Unit 4 Biology Examination	Unit 5 Chemistry Written Examination	15%	15%
	Unit 6 Physics Written Examination	Unit 7 Practical Examination (January)	15%	10%
Welsh (2nd Language)	Unit 2 Speaking Examination	Unit 3 Written Examination	25%	25%
	Unit 4 Written Examination		25%	

Internal Assessment

- A number of the courses studied by students still have controlled assessment (coursework carried out under examination conditions in class) as an integral part of the course. This is carried out in year 10 and 11. A large proportion of the English coursework is carried out in Year 10, this is another reason why good attendance is so vital.
- Students who have opted to complete the ICT qualification will undergo continuous controlled assessment tasks throughout year 10 as well as external examinations in year 11.
- Formal end of year examinations will take place in the hall for all year 10 students, in all subject areas except English, Science and History when the external examinations are complete.
- The results of the end of year examinations will be shared with parents and used to inform decisions such as which examination tier students will be entered for in year 11 and the type of intervention required to ensure students reach their potential.
- It is essential that students take all forms of assessment seriously and prepare fully.
- Information on how parents can best support students, including useful resources, is outlined

School Based Support

Pastoral

- The wellbeing of our students is of paramount importance to us and we have a range of support available for students to access in school.
- Mrs Natalie Williams is the Head of Year, she is the first port of call for all general enquiries and for specific concerns such as behaviour, anxiety, examination stress, organisation, general progress, etc.
- She can be contacted via phone on 01948 830 291 or via email Natalie.Williams@maelorschool.org.uk
- Students can be referred for counselling, taking place in school two days a week. There is also a drop in session available at lunchtimes on those.
- We are also able to refer students for additional support in terms of organisation, revision and examination techniques.
- Mrs S Desena is our Mental Health lead and she is able to work with students and liaise with
 outside agencies to offer additional support.

Academic

- If you have a query or concern regarding a specific subject area, we advise you to contact the class teacher in the first instance or the Head of Department.
- Subject specific intervention is often carried out during PG days and many departments operate an 'open door' policy where students can seek help during break times.
- Many departments offer catch up and revision sessions during lunchtimes and after-school as the exam period approaches.
- Core subjects carry out resilience examinations in the hall prior to external examinations as a method of improving examination technique.
- Mrs Nicky Preston is the Assistant Headteacher who oversees the progress of KS4 students and all examination arrangements. Contact via phone on 01948 830 291 or email Nicola.Holden@maelorschool.org.uk

Skills Challenge Certificate

- This is an exciting qualification that has been developed in conjunction with employers and universities to develop the skills young people need in the workplace.
- The qualification can be completed at National or Foundation level at KS4; the National level is equivalent to a GCSE qualification at grade A*- C.
- The course is split into 4 components as outlined in the table below:

wjec Skills Challenge Certificate			Bagloriaeth Cymru Weish Baccalaureate	
Skills Challenge Certificate Components	Weighting	Focused Skills	Internal assessment	External moderation
Enterprise and Employability Challenge	20%	Creativity and Innovation Personal Effectiveness Digital Literacy Numeracy	~	~
Global Citizenship Challenge	15%	Critical Thinking and Problem Solving Creativity and Innovation Literacy	~	~
Community Challenge	15%	Planning and Organisation Personal Effectiveness	✓	~
Individual Project	50%	Planning and Organisation Critical Thinking and Problem Solving Digital Literacy Literacy Numeracy	~	~

- This course is 100% controlled assessment and the challenges are completed throughout year 10 and year 11, once again stressing the importance of good attendance throughout KS4.
- The students must complete 3 out of the 4 challenges. We complete the Global and Enterprise challenges in our school. All students must complete the individual project which comprises half of the course.
- We begin the individual project at the end of the summer term of year 10 again attendance at this time of the year is important.





Bagloriaeth Cymru

Welsh Baccalaureate

Welsh Baccalaureate

National Level

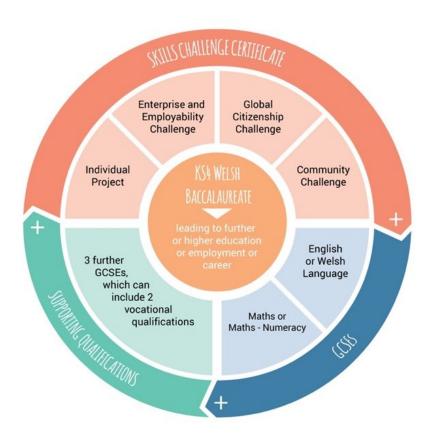
This is a qualification awarded to students who have satisfied the following criteria:

- 1. Passed the Skills Challenge Certificate at National level.
- 2. Gained A*- C in English Language or Welsh First Language.
- 3. Gained A*- C in either Maths or Maths—Numeracy
- 4. Gained A* C in 3 further GCSE/Vocational qualifications

Foundation Level

This is a qualification awarded to students who have satisfied the following criteria:

- 1. Passed the Skills Challenge Certificate at Foundation level.
- 2. Gained A*- G in English Language or Welsh First Language.
- 3. Gained A* G in either Maths or Maths—Numeracy
- 4. Gained A* G in 3 further GCSE/Vocational qualifications



This is a highly demanding award that shows students have not only academic prowess, but that they have also developed key skills valued by prospective employers and universities. Students who gain the Welsh Baccalaureate will be better equipped for the world of work, be more informed and active citizens.

Head Boy and Head Girl

Head Boy, Head Girl and the Deputy positions are highly regarded roles within the school community. The selection process takes place at the end of Year 10 and is co-ordinated by the head of year and Mrs Preston

The successful candidates are ambassadors for the school, often speaking at public events such as open evenings and awards ceremonies.



Peer Mentors, School Council and Prefects

We recognise the importance of giving our senior students opportunities to develop their interpersonal skills and independence through giving them roles of responsibility in the school community. Students can contribute to the Peer mentoring scheme. They are invited to work within a lower school form group providing support, advice and acting as role models. Maths champions are also selected from Year 10 and they support younger students with numeracy tasks in registration.

Students can also be elected to their Year Council, School Council and Learning Council. We value the opinion of our students in a whole range of issues from school facilities to the best ways to start lessons. Older students have a vital role to play in this process.

Students can also apply to be prefects at the end of year 10. Prefects support teachers with carrying out duties at lunchtimes, giving tours to prospective parents and act as important role models to younger students in the school.



Sports Captains and Leaders

The talents and achievements of our senior students are recognised on a number of levels. Students who are talented in areas such as sport are invited to be Sports Captains for their form group and year 10 students are the overall captain for their House. The highest achieving Year 10 boy and girl in sport are celebrated at the end of every Sports Day.

Some of our senior students are very talented musicians and they are invited to act as Music Leaders. Within this they are asked to help manage the practice areas of the music department and help to co-ordinate and support younger students during important events such as concerts.

Tips and ideas for supporting your child through their exams

- Success in exams is a team effort which involves you, the school and your child working together.
- A key role is to support the work of the school as like you, we want the best possible outcomes for your child.
- At home, encourage good study habits for both completion of homework and revising for exams.
- Be prepared to play a number of key roles; motivator, coach, counsellor, project manager and supplies co-ordinator!

HELPING WITH MOTIVATION

- \Rightarrow Take an interest in what they are doing and encourage them to develop themselves further.
- \Rightarrow Look for opportunities to praise them for their efforts.
- \Rightarrow Discuss the incentives, rewards and future opportunities available for achieving good grades.
- \Rightarrow REMIND THEM THAT 'NORMAL LIFE' WILL RETURN!

REVISION PLANNING

- \Rightarrow Revising for GCSE exams involves many hours of personal study time.
- \Rightarrow The sooner your child starts revising the less daunting it will be.
- ⇒ Help to organise an effective study routine and calm working environment. A shared input is likely to assist in creating a realistic revision timetable and maintaining the balance between work and relaxation time.
- \Rightarrow HAVE A PLAN!

REVISION SESSIONS

- ⇒ Make sure they have all the basic equipment and stationary they need. Useful revision 'tools' include coloured pens, note cards, highlighters, sticky notes and folder dividers.
- \Rightarrow Ask if they need any specific study or revision guides.
- \Rightarrow Find a suitable place to revise at home where distractions can be kept to a minimum.
- \Rightarrow Keep sessions to manageable lengths and provide regular short breaks to keep fresh.
- \Rightarrow Ask if they would like you to help with testing them at the end of revision sessions.
- \Rightarrow Make your house a revision zone!

Tips and ideas for supporting your child through their exams

THE RELUCTANT LEANER

- \Rightarrow Establish ground rules, particularly around use of mobile phones, TV and music whilst revising.
- \Rightarrow Recognise and reward good time/effort spent revising.
- ⇒ Take an active interest in their revision plans and ask them what help you might be able to offer.
- \Rightarrow Avoid disagreements and friction where possible.
- ⇒ Don't make comparisons with your child's siblings or friends. Tactfully use your experience to guide them towards identifying their own effective revision methods and routines.

HELPING WITH EXAM STRESS

- \Rightarrow Be available to listen to your child.
- ⇒ Where possible, be the calming influence. Mood swings and uncharacteristic outbursts can be caused by anxiety.
- ⇒ Think positively. Too many negative thoughts can adversely impact on a child's self-belief. Look for opportunities to build up their self esteem and resilience.
- ⇒ Healthy body, healthy mind. Eating well and exercising can greatly reduce stress and keep the body functioning effectively.
- \Rightarrow BE SUPPORTIVE.

GENERAL TIPS

- \Rightarrow Keep encouraging good habits.
- \Rightarrow Take an active interest in their revision plans.
- \Rightarrow Organise a revision timetable and clearly display it in the house.
- \Rightarrow Start revision as early as possible.
- \Rightarrow Organise a quiet place to revise and create an effective learning environment.
- \Rightarrow Balance revision periods with time spent exercising or relaxing.
- \Rightarrow Reward them for their efforts.
- \Rightarrow Be a supportive, positive influence throughout the process.

We provide all students with a wealth of revision resources and materials both in our google classrooms and also on paper. However for parents who are looking to offer further support with preparation we have given some further suggestions below. You tube can also offer a lot of resources, just make sure you are looking for the WJEC examboard.

Subject	
Computer Science	Unit 1 & 2 Exams
	Revision and study website related to the course - <u>https://www.csnewbs.com/gcse</u> Revision and study book (PDF) related to the course - <u>https://goo.gl/P9oC7T</u> Revision and study book (DOC) related to the course - <u>https://goo.gl/dTp6qk</u> <u>Unit 3 NEA</u>
	The New Boston Visual Basic Programming Tutorials - <u>https://goo.gl/WimrBs</u> Bitesize - <u>https://www.bbc.co.uk/education/subjects/z34k7ty</u>
English	Books Studied: Heroes by Robert Cormier, Of Mice and Men by John Steinbeck, An Inspector Calls by J B Priestley
	We recommend York Notes for revision guides although we prefer the students to revise from class notes because they are tailored to the exam.
	York notes website
	Sparknotes can help students get to grips with Shakespeare:
	Sparknotes website
	For English Language and Literature, pupils and parents can access resources on the WJEC website and ou google classrooms set up for each individual class.
	BBC Bitesize is a useful resource:
	BBC Bitesize English Language
	BBC Bitesize English Literature
French	http://www.linguascope.com/
Geography	www.bbc.co.uk/schools/gcsebitesize/geography/
	This is useful for both pupils at KS3 and GCSE when they are studying for assessments and ex- ams. Just go the homepage and search for the relevant topics.
	www.gatm.org.uk
	This website has short movie clips on various geography topics. These could be helpful for homework or revision.
	www.geographyaltheway.com
	This is a useful website as it has some general geography information and then it is broken down into a section for each year group with different topics for each group.
History	This link will take students to the relevant textbook for the Germany module they will do this summer https://goo.gl/RGkt4b the book is called "WJEC GCSE History Germany in Transition, 1919-1939 and the USA: A Nation of Contrasts, 1910-1929" (not the Eduqas one which has advice for a different exam).
	The other unit they are studying (but won't do the exam until Year 11) is called "Austerity, Affluence and Discontent, UK 1951-1979" has an electronic book (WJEC) that they can down-load for free from https://goo.gl/jbkAUK
ICT	The ICT department have got a whole folder of revision work that is handed out to the students before their exams. This includes revision books.

Subject	
Mathematics	For specific WJEC past paper help—revisegcsemaths.co.uk For general help including videos and questions—corbettmaths.co.uk General help and questions per day—mrbartonmaths.com Revision guides available in school for £5 WJEC GCSE Mathematics For WJEC Mathematics Mathematics - Hodder Education My Revision Notes Numeracy Foundation ISBN 978-1-4718-8252-4 Higher ISBN 978-1-4718-8253-1
Music	www.wjec.co.uk http://resources.wjec.co.uk/Pages/ResourceByArgs.aspx?subId=21&IvIId=2 'Step Up to GCSE Music' by Paul Terry (Publishers: Rhinegold Education, 2016) Practical support: practicing instrument/performance approx. 5 times per week).
Physical Education	WJEC Digital resources <u>http://resources.wjec.co.uk/Pages/ResourceByArgs.aspx?subId=23&IvIId=2</u> BBC GCSE PE Bitesize <u>https://www.bbc.co.uk/education/examspecs/zqfysg8</u> GCP Publications - GCSE Physical Education Complete Revision & Practice
Technology	http://www.wjec.co.uk/qualifications/design-and-technology/design-and-technology-gcse/ www.technologystudent.com http://www.bbc.co.uk/schools/gcsebitesize/design/
Science	Separate sciences and double award Science Bangor University revision guides are provided by the Science department Also BBC Bitesize website has nice animations and explanations; including video clips and quizzes. BBC Bitesize Science The Tanio website is also a really useful resource. Tanio Revision Site Applied Science There is an ebook on the WJEC website for each unit. http://www.wjec.co.uk/qualifications/qualification-resources.html? subject=appliedSciencedoubleAward&level=gcsefrom2016
Welsh (2nd Language)	WJEC GCSE Revision – Welsh Second Language https://collins.co.uk/product/9780008227463/Collins+GCSE+9-1+Revision+- +WJEC+GCSE+Welsh+Second+Language+All-in-One+Revision+and+Practice There is a new Bitesize for Welsh <u>https://www.bbc.co.uk/education/subjects/z8qmhyc</u> ,it's not exam specific but could help students generally with their Welsh.