



مدرسة المنتزة الانجليزية  
PARK HOUSE ENGLISH SCHOOL

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Key Stage 4 Handbook  
2019-2020

# Contents

Introduction	1
Uniform & Equipment	2
School Timings	3
Which subjects	4
Attendance	5
Target Grades	6
Examinations	7
New Grading System	8

## Introduction

In Key Stage 4 at Park House English School, all students study the International General Certificate of Secondary Education (IGCSE) programme of study. This is a globally recognised qualification and takes two years to complete, with examinations at the end.

The IGCSE years can be a shock to the system for some students with the workload demands. Classwork, controlled assessments, homework, mock examinations and ultimately, the final IGCSE examinations in the summer of Year 11 are challenging.

At Park House English School, we also recognise the importance of developing students' social skills. Throughout Key Stage 4 students will have the opportunity to be involved in a wide range of extracurricular activities including Model United Nations, Duke of Edinburgh Awards Scheme, music and talent concerts, sports competitions, art exhibitions, debating conferences, local and national educational trips and medical conferences.



In all areas of school life, students are supported by an outstanding group of teachers. Staff are passionate and dedicated, they will guide and lead through both times of success and uncertainty. Academically, you can expect students to be challenged in all areas of the curriculum with extension or reinforcement work where appropriate.

Every student's progress is tracked and monitored closely throughout the GCSE courses. A variety of intervention strategies will be used to order to allow students to succeed in all areas of the curriculum. A calm, purposeful and caring environment is created through mutually respectful relationships between staff and students.

## Uniform & Equipment

In Key Stage 4, we pride ourselves on our appearance at all times. Students must be dressed in the Park House English School uniform listed and illustrated below;

### Girls

1. Girls Short Sleeve Blouse
2. Senior Girls Skirt (Should be minimum of 5 cm above the knee)
3. Senior Girls Trouser
4. Cardigan
5. Polar Fleece (Optional)



(Girls can wear trousers or skirts)

### Boys

1. Boys Short Sleeve Shirt
2. Senior Boys Trousers
3. Jumper
4. Polar Fleece (Optional)



(Boys wear trousers from Year 7 upwards)

### Other Uniform Requirements

- Hair past shoulder length must be tied back
- Boys' shirts must be tucked in
- Shoes must be worn at all times. Shoes must be formal leather shoes. Trainers or trainer style are not acceptable.

### Equipment Requirements

- Pen, pencil, ruler, eraser, maths equipment
- Mobile phones are not to be used in school
- Relevant text and exercise books plus school planner.



## School Timings

7.30 – 7.40 / Staff Briefing 7.40 – 8 / Form Time

**8 – 9 / Lesson 1 9 – 10 / Lesson 2 10 – 11 / Lesson 3**

11.00 – 11.30 / Break

**11.30 – 12.30 / Lesson 4**

**12.30 – 13.45 / Lesson 5**

Afternoon activities

## Attendance

### Every Day Matters

Keeping students in education is vital for their success at school and in later life. Research tells us that student attendance, along with effective teaching, has the greatest influence on student engagement and achievement. The fewer days that students are at school, the less chance they have of achieving. Missing school isn't just about missing learning, it's also about all the opportunities that are missed – **every day matters**.



At Park House English School, we encourage students to attend school as much as possible and educate students on how missing a day 'here and there' can influence final grades. Poor school attendance can also result in the following issues;

- Students fall behind in their work
- Can lead to a decrease in motivation levels
- Can affect their enjoyment of learning
- Can lead to poor behaviour
- Can affect their desire to attend school regularly
- Can affect their confidence in school
- Can mean they miss out on the social life of school and extra-curricular opportunities and experiences
- Can affect their ability to have or keep friendships.

### Punctuality

Being punctual is also important. Students arriving to school late miss out on important school message delivered on a daily basis from their form tutors. In addition to this there are statistics that link lateness with poor achievement.



**DID YOU KNOW?** A two week holiday in term time means that the highest attendance you can achieve is **94.7%**



**DID YOU KNOW?** If you are 15 minutes late each day you will have missed a full 2 weeks of school in one year?

## Target Grades

### **What is a target grade?**

Predicted grades give a most likely outcome at a given time, whereas a target grade gives a best possible outcome and is intended to inspire and motivate students. Undoubtedly, students need a target to work towards and, bearing this in mind, students, parents and teachers will clearly know what they are aiming towards.

Students' progress towards target grades are closely monitored and support is given by subject teachers and form tutors. Students who are identified of underperformance will be carefully tracked and a mentoring programme may be put in place.

### **How do we set target grades?**

Each student at Park House English School will undertake a CAT4 GL Assessment to obtain their targets. CAT 4 is an academically recognised testing system that tests students' cognitive ability to obtain 'Baseline data'. The individual teacher then uses this information, along with classroom assessments and their professional judgment in the context of the individual, to arrive at a target grade which is shared and discussed with the individual student.

### **Intervention**

During students IGCSE's at Park House English School, staff will regularly provide a range of intervention strategies to help improve student performance. These strategies often include after school revision clubs, breakfast clubs and break time activities. Students are advised to attend these activities on a regular basis, especially in the run up to exam periods. As a result of monitoring, students may be requested to attend intervention sessions by the Key Stage leader.

## Examinations

At the end of Year 11, all students will undertake their final IGCSE examinations with the exception of IGCSE Arabic. These examinations dates are set by the UK based examination boards and are out of the control of Park House English School.



Most exams are usually set during May and June but be aware, that there may be exceptions. It is advised that students should not arrange travel plans around this time.

In addition to this, some examinations may be sat on Friday as this is a working day in England. Any student sitting an examination must wear school uniform, this includes Fridays.

All results will be issued via email in August. Detailed information upon this will be provided prior to students completing Year 11.



## Reporting Periods

At Park House English School we understand the importance of regular monitoring of students. Every student will receive an Effort and Achievement grade at 3 periods each academic year. In addition to this, students will sit an end of year examination at the end of Year 10 and a mock examination half way through Year 11.

<b>Year 10</b>	<b>Year 11</b>
December	December
March	January Mock Examinations (Achievement only)
June	March
End of Year Examinations (Achievement only)	

## New Grading System

As part of the GCSE reform that is taking place in England, awarding bodies will now use a number grading system (9 to 1) instead of a letter based grading system (A to U).

Any student that undertakes an EdExcel examination board qualification will be awarded a numbered grade. At Park House English School, the following subjects use EdExcel;

- English
- Science
- Art
- History
- French and Spanish

The table below shows the comparison between the number and letter grading system;

For more information on the 9 to 1 grading system, please visit <https://qualifications.pearson.com>.

<https://www.gov.uk/government/publications/gcse-new-grading-scale-factsheets>

CURRENT	NEW INTERNATIONAL GCSE
A+	9
A	8
B	7
B	6
C	5
C	4
D	3
E	2
F	1
G	1
U	U