

Oaks Park High School

'Learning Together, Achieving Together'



A Parents' Guide to Year 11



Introduction

Dear Parent/Carer,

Thank you for taking the time to attend the Year 11 PPE event 2018. The aim of the event is to provide your child with their results from their PPE's. This will emulate the process of collecting their actual GCSE results (23rd August 2018), and ensure that students reflect on their grades and consider if these results would enable them to meet the entry criteria for their chosen post 16 pathways.

In addition, the evening along with this guide will provide parents and carers with advice and guidance to support your child in these crucial months leading up to their final GCSE exams. The remainder of Year 11 will no doubt prove stressful and challenging at times for your child. However, with the correct planning, dedicated time and working closely with the staff at OPHS, your son or daughter will help themselves alleviate some of this pressure and help ensure they meet their full potential in the final GCSE exams.

At the end of the evening you will meet with your child and be able to discuss their PPE1 grades. It is important to reflect on the following the questions with your child:

Are they happy with their results?

Are they track to meet their Target Grade as a minimum in each subject?

Are they on track to meet the entry criteria for their chosen post 16 pathway?

Is there anything they need to do differently to improve their results?

Whatever your child's results the most important thing is that it is not too late to change them. By using the information in this guide your child can improve but any changes need to be made now and your child will need your support and supervision to do this over the coming weeks.

Finally, I wish you and your child the very best for the remainder of the academic year and encourage you to make contact with myself or a member of the year 11 team should you have any queries or concerns.

Ms A Duggan

Assistant Headteacher KS4 & School Data

Dates for your diary:

- **Year 11 PPE2 & Study Leave:** 19th to 23rd February 2018
- **Reporting Window 3 Report:** Sent home on Friday 23rd March 2018
- **GCSE exams:** From Mon 14th May 2018
- **GCSE Results Day & Sixth Form Enrolment:** Thursday 23rd August 2018

How can I help?

The next 6 months period is one of the most important times in a student's life. It is the culmination of 12 -13 years of school education. The grades achieved this June remain with a student throughout their life no matter what else they go on to achieve; more frequently we are seeing colleges, employers and further education institutions declining applications from people that do not have at least a grade 4 in English and Maths at GCSE, even if they are applying as a mature student.

Our young people can rarely achieve their best independently; best results are always achieved when a partnership is formed between student, family and school and your support as parents is fundamental to success. You may feel that you are worrying more than he or she is. You may feel anxious that your child is working too hard, or you may feel that your child is simply not doing enough.

Whatever stage you are at, this booklet is designed to give you some practical tips to support your child through the next few months. Clearly, you know your son or daughter best and this booklet sets out some suggestions for you to work alongside him or her. It does not offer a quick solution to exams because there is no quick fix but we hope you will find its contents have something to offer you and your own situation.

It is important to realise that sometimes your son or daughter does not want to talk to you about school and this can lead to confrontation at home. Helping your child to manage their time can create problems. Parents must remember that calmness and encouragement are the key issues for these discussions. There is a cost associated with spending too much time out with friends or watching television, which will only be recognised too late. However difficult it may feel, always try to keep calm and smile a lot – it is important not to add to the pressure. Tell your child when they have done well, but also be determined where time management is concerned.

This booklet is split into sections:

- Essential information on exam entries and on the day advice
- Attendance
- Where to find support
- Revision
- Helpful websites

Essential information

Students will be required to attend all lessons until they have completed the exams for that particular subject.

All students will receive a candidate number. They will have used this already in the PPE exams they have already taken. This is very important, as they must write it on the front of every exam answer booklet.

Each student will receive an entry sheet. They will receive this at the beginning of April and the student **must** check it. It will tell them which exams they have been entered for and at which level. If there is a problem, the student needs to see the Exams Officer or their subject teacher at the earliest opportunity. Any amendments that need to be made will follow in April.

They receive final entry information before the end of term, listing dates for exams and whether it is a morning or afternoon exam.

Students must be in school at least 20 minutes before their exam is due to start. Unless given special instructions, students are asked to meet outside the main hall. **They must attend in full school uniform and check the seating plan.**

Candidates are only allowed to take in any pre-release materials specified by the Exam Boards and a pencil case. All exams must be completed in black ink. The pencil case must be transparent and we advise students to take in a spare of everything.

Under no circumstances must mobile phones be taken into the examination room. If a candidate is found to have a mobile phone in their possession, the Exam Boards will disqualify them. Hence students are requested to leave mobile phones at home.

Attendance Tips For Parents

Let Children Know that Good Attendance Is Important:

- Attendance is a parent and student responsibility. Let your child know that you think attending school every day for the remaining 116 is vital. Show them you are interested in their school activities and tell them that you want them to do well in school.
- Discuss with your student that arriving to school on time and prepared will create less stress for them.
- Take an interest in your child's school work. Check their planner for homework for accuracy and completeness.
- Read the school newsletter. Post the school calendar and notes on the refrigerator, or other prominent location to highlight school revision classes and important student information leading to their exams.
- Do **not** provide inappropriate excuses for your child to miss school. Do **not** let them take time off from school for minor ailments – particularly those which would not prevent you from going to work.
- If your child feels unwell, give them paracetamol and the school welfare staff can access them during the day.

Establish a Routine:

- Give yourself and children enough time to get ready. No TV on school mornings.
- Set alarm clock 30 minutes earlier for students who need more time to get ready for school.
- Plan ahead the night before.
- Set a regular bedtime schedule.
- Ensure that your child's phone is charged downstairs and **NOT** in their bedroom.
- Provide regular study times and a quiet, clean area for doing homework.
- Limit and balance extra-curricular activities.

Keep Open Lines of Communication with your Children, Subject Teachers, Ms Peters (Head of Year), Mrs Scanlan (Pastoral Assistant) and Mr Todd (School Attendance Coordinator):

- Let the school know in advance if your child is going to be absent or if you have concerns about your child's attendance or school performance.
- Report all absences on the day the student will miss school by calling the attendance line on 0208 590 2245. Mrs Scanlan will text you every day your child is late or absent.
- Provide doctor's notes to Mrs Scanlan when medical verification is requested.
- If your child does not want to go to school, find out why and work with your school and child to address concerns.
- If you notice your child is avoiding a particular class or is having a difficult time in one subject area, discuss this with your child and his/her teacher. Offer extra support at home. This will prevent your child from developing a behaviour of avoidance in school when things become difficult.
- Ask teachers and staff at your child's school and other family members for advice on how to keep your child going to school – on time, every day!
- Make sure your child knows you do not approve of him/her being late or absent. Talk to your child about issues that may be making them late for school.
- Do not let your child persuade you into making an excuse for him/her. Don't give up. Reward good behaviour and take it one day at a time.

This table demonstrates how many days off school and learning hours are lost from the 18th January 2018 until their first exam.

	Threshold Attendance	Days left	Whole Days Absence	Learning Hours Lost
Excellent	100%	116 days	0	0
	99%	114 days	2	11
Good	98%	113.5 days	2.5	14
	97%	112.5 days	3.5	19
	96%	111 days	4.7	26
Satisfactory	95%	110 days	6.0	33
Serious Cause For Concern	90%	104 days	12.0	66
Persistent Absence	89%	103 days	13.0	72
Educational Welfare	88%	102 days	14.0	77
Involvement	87%	101 days	15.0	83
	86%	99.7 days	16.3	90
	85%	98.5 days	17.5	96
	84%	97.5 days	18.5	102
	83%	96 days	20.0	110
	82%	95 days	21.0	116
	81%	94 days	22.0	121

Support

Sometimes it is difficult to know who to turn to if you feel your child is struggling or not keeping up with the demands of their courses. This can be at any time in the academic year, not just before their exams.

In the first instance, please speak to your child's form tutor. Please do contact them at any time if you have any concerns. The form tutor can then put you in touch with subject specific teachers, the relevant Head of House or the Assistant Head of House if the concern is more about how your child is coping with the stress and anxiety of Year 11.

The sooner we can alleviate any concerns the better, so please get in touch at the earliest opportunity.

Year 11 Team

Head of Year 11

Miss N Peters- npeters@oakspark.redbridge.sch.uk

Year 11 Pastoral Assistant

Mrs M Scanlan- mscanlan@oakspark.redbridge.sch.uk

Form Tutors

11N- Ms M Jameela/Ms A Barber

11E- Ms S Ali

11W- Ms L Burcombe

11B- Mr S Chapman

11U- Ms E Lethbridge

11R- Ms E Gonda

11Y- Mr M Rashid/Ms Y Rockson

11P- Mr D Oliver/Ms K Oliver



Revision - Getting started

Although students will not have study leave, it is still important that they are completing revision outside of school. It is helpful to have a revision timetable in order to keep track of what they need to be studying and when. Once a revision timetable has been produced students can still waste hours organising themselves. It may be the only time they choose to tidy their room or offer to take the dog out!

It is important that they maximise their time for actual revision, not sorting out what they need. A lot of this can be done prior to really getting started.

Equipment:

- ✓ Highlighters
- ✓ Coloured pens
- ✓ Post-It notes/record cards for key words/formulas etc.
- ✓ Blue Tak or similar for fixing cards and poster to walls, ceilings, the fridge etc.
- ✓ Plenty of paper

Revision space:

- ✓ At a table, in a quiet area
- ✓ A clutter free desk with plenty of space
- ✓ It's tempting to keep offering your child cups of tea, biscuits etc. when revising – try not to disturb them in the middle of revision, wait until they have a break

What they need in order to revise:

- ✓ Revision timetable
- ✓ Up to date set of class notes
- ✓ Any revision materials given out by teams or placed on google classroom
- ✓ A clear understanding of what is in each exam
- ✓ Any study guides that have been bought – check each guide covers what they actually need

Revision Timetables

Consider the following issues when constructing a revision timetable with your child:

- ✓ Be realistic – you will know how much your child can be pinned down, so build up their stamina
- ✓ Remember sessions should only be for 30 – 40 minutes with 10 minute breaks
- ✓ Encourage them to start NOW
- ✓ 1 session on a week night after school
- ✓ 3-4 a day at the weekend
- ✓ During holidays, revision should be far more intensive
- ✓ Build in treats – time with friends, evenings out etc. Social time is vital in the overall scheme, as long as there is a balance between work and play
- ✓ Try and revise a variety of subjects across each day
- ✓ Has he/she built in slots to review the learning of the day?
- ✓ When they write next week's timetable, have they remembered to include review slots for the work covered last week?
- ✓ Discuss how you are going to monitor it – write it together each week
- ✓ Build in rewards
- ✓ Offer as much praise as you can

Breaking it down:

If your child says to you, "I'm going to do Maths for 40 minutes and then half an hour of French", alarm bells should go off. It means they have not broken the subject down into key areas to tackle their work in an organised manner. For example, "I'm doing algebra and then irregular verbs" shows they are tackling their revision in key steps. Students should have a list of topics from each subject teacher.

Using the list of topics, they should do the following:

- ✓ Identify those topics they feel weak in – it's all too easy to push the things they find hard to the back of the pile
- ✓ Use each heading to break the topic down further – there is a framework for doing this on the next page

At first, the big picture may look and feel totally overwhelming to your child. Be as positive and as supportive as you can be in helping them to prioritise their workload. But they also need to be aware of the fact that revision takes time and for a few months, the social life has to give a bit. This can be alleviated slightly, if friends set time off sessions in tandem.

Example of a daily timetable

Tuesday (after school)

Time working	Evening
1 hour (3:05-4:05pm)	Maths-Trigonometry
40 minutes	Science Chemistry Balancing equations

Weekend Suggestions:

Time working	Morning	Afternoon	Evening
40 minutes	English "Of Mice and Men" Lennie's character	Maths Quadratic equations	Football practice
40 minutes	Science Biology Respiration	Business Studies Marketing	Geography Volcanoes
40 minutes	French Holiday vocabulary	RE The Existence of God	Review slot
40 minutes	History Germany Hitler's rise to power	Football practice	Review slot

Revision Strategies

The following strategies can be used for turning class notes into revision notes across all subject areas. They should be read in tandem with the specific advice offered by teams.

- ✓ Brainstorm a topic using a spider diagram
- ✓ Make a chart to fit the information
- ✓ Put key words onto Post-It Notes, stick them around the house to learn them
- ✓ Make up tests to try later
- ✓ Put notes onto revision cards
- ✓ Make your own flash cards – questions one side/answers on the back
- ✓ Create a Mind Map – Start in the middle of a page and draw a small picture or symbol. Write thoughts and ideas on coloured branching lines connected to the central image – these are your headings for your topic. Branch out from your headings to add details. Use arrows to link ideas.
- ✓ Use different colours to represent different things
- ✓ Use Mnemonics for difficult spellings/sequences
 - (eg **R**ichard **O**f **Y**ork **G**ave **B**attle **I**n **V**ain – colours of rainbow)
- ✓ Make a flow chart
- ✓ Make a timeline
- ✓ Use pictures to represent key ideas
- ✓ List two sides of an argument
- ✓ Identify similarities/differences
- ✓ Plan an exam answer and write the first paragraph
- ✓ Complete past papers in timed conditions
- ✓ Create a dictionary for each subject
- ✓ Turn headings into questions
- ✓ Fill the bedroom walls with posters for key ideas
- ✓ Make up cartoons related to the order of events
- ✓ Label pictures
- ✓ Record key quotations



Other tips for parents

- ✓ Ensure that there are plenty of healthy snacks in the cupboards – try to discourage your child from drinking energy drinks as the sugar is quick release leading to a dip in energy levels when the sugar rush fades.
- ✓ Encourage your child to join family meals, even if it's a busy revision day - it's important to have a change of scene and get away from the books and computer for a while.
- ✓ Ensure your child is getting a balanced diet – slow release energy foods such as wholegrain pasta and rice with plenty of fruit and vegetables will maximise energy and concentrations.
- ✓ Try to get your child to take regular exercise. A brisk walk around the block can help clear the mind before the next revision session.
- ✓ Make sure they get a good night's sleep before the exam and have a nutritious breakfast in the morning.

Helpful Websites

Exam board Websites

- ✓ www.aqa.org.uk
- ✓ www.ocr.org.uk
- ✓ www.wjec.co.uk
- ✓ www.edexcel.com

English

- ✓ <http://www.englishbiz.co.uk/>
- ✓ <http://www.bbc.co.uk/schools/gcsebitesize/english/>
- ✓ <http://www.sparknotes.com/>

Maths

- ✓ <http://www.bbc.co.uk/schools/gcsebitesize/maths/>

Science

- ✓ <http://www.bbc.co.uk/schools/gcsebitesize/science/>
- ✓ <http://www.s-cool.co.uk/gcse>
- ✓ <http://www.alfiecloud.com/>
- ✓ <http://www.docbrown.info/>

History

- ✓ <http://www.bbc.co.uk/schools/gcsebitesize/history/>
- ✓ <http://www.historygcse.org/>
- ✓ <http://www.schoolhistory.co.uk/>

Modern Foreign Languages

- ✓ www.linguascope.com KS3 to KS4
- ✓ www.memrise.com KS3 to KS5
- ✓ www.languagesonline.com KS3 to KS4

Geography

- ✓ <https://www.bbc.co.uk/schools/gcsebitesize/geography/>
- ✓ <http://www.s-cool.co.uk/gcse/geography>
- ✓ <http://www.bbc.co.uk/schools/gcsebitesize/maps/maploader.swf>
- ✓ <http://revisionworld.com/gcse-revision/geography/ecosystems>

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