



# ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

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Our ref L 2292 EY

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Dear Parents/Carers

If your child is in Year 11 he/she is now well into their GCSE course at Key Stage 4 and I would like to take this opportunity of explaining the organisational structure in the upper school (Years 10 and 11). As Head of Behaviour and Attitudes, I have overall responsibility for the academic and pastoral development of your child throughout this crucial stage in his/her school career. Assisting me in this role is the Head of Year 10, Mrs S Ford and Head of Year 11, Miss L Hood. However, please remember that on a day-to day basis, the first point of contact is the Form Teacher, so please contact them in the first instance if you have any queries or concerns.

**Attendance:** Please endeavour to keep absences from school to an absolute minimum. Full attendance is essential if pupils are to obtain GCSE grades commensurate with ability. Family holidays should not be taken during the school year. All students have attendance details recorded on their final report, including any unauthorised absences. Obviously, if pupils are ill they cannot attend school and we shall try to help them to make up lost time and the onus is on the pupil to seek help. However, in most subjects, it is not possible to satisfactorily "catch up" on work which has been missed because of lengthy absences from school. Attendance that falls below 96% is considered a concern.

**GCSE Courses:** Some of Year 10 and Year 11 will carry out practical assessments in subjects prior to formal examinations at the end of Year 11.

**Relationship and Sex Education:** As part of the GCSE Course in RE, Child Development and Science, certain aspects of sex education will need to be covered. Parents have a right to withdraw their children from Relationship and Sex Education as part of the 1993 Education Act. However, please remember that withdrawing your child might jeopardise his/her final grade in those subjects.

**Study:** It is essential that pupils plan, organise and prepare themselves properly for the rigour of study for GCSEs. Undoubtedly, the workload facing them is quite considerable so they must ORGANISE their work and KEEP ON SCHEDULE. They will need to spend up to 3 hours per night on homework, studying and coursework. They must sign a declaration that any coursework/controlled is their OWN WORK without outside help. In order to maximise the chances of success, pupils must maintain a high degree of commitment and effort throughout their KS4 course in all subjects. It may prove helpful if you place a copy of your child's homework timetable together with any coursework and controlled assessment deadlines in a prominent position. In addition, please continue to check and sign your child's homework diary on a weekly basis. The KS4 Planner has some very good advice on study and revision techniques and further advice and guidance will be provided throughout the year.

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*Live, Love and Learn in the Light of Christ*

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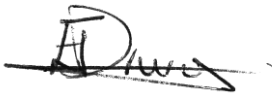
The most important points to remember are:

- 1) Do not let work build up
- 2) Keep up to date - do not miss coursework deadlines
- 3) Cut out avoidable absences

If pupils discuss their workload with parents, organise their own schedule and keep up to date with coursework and homework, most will be able to cope with their GCSE courses without undue stress. We all know that GCSE years can be a traumatic and difficult time for many adolescents who are trying to discover their own identity, and sometimes experience emotional and physical difficulties. This is quite understandable, and if you do notice any of these difficulties at home then please do not hesitate to contact your child's Form Tutor, Head of Year or myself. Additionally, please feel able to access the Emotional Health and Emotional Wellbeing sections of our school website where you will find many useful links and resources.

If you visit the school website, you will find details of any controlled assessment deadlines and other exam details. Finally, I do hope I can count on your support and co-operation, and that your child's time in KS4 is successful and happy. It will certainly pass very quickly and I wish you every success in coping with the demands that are ahead.

Yours faithfully



**Miss E Drury**  
**Head of Behaviour and Attitudes**



**Mrs M Denge**  
**Headteacher**



**Miss H McKay**  
**Assistant Headteacher**

## **Controlled Assessment Deadlines for Key Stage 4 pupils 2019/20.**

### **Art**

#### **Y11**

**Friday 20 December – Deadline for the Portfolio Project.**

**Friday 24 April – Deadline for the External Assignment Project.**

#### **Y10**

**Friday 20 December – Deadline for the Disguise Project.**

### **Drama**

#### **Y10**

**Component 2: Devising Theatre, deadline May 2020.**

#### **Y11**

**Component 3: Scripted performance, deadline December 2019.**

### **Design and Technology**

#### **Y11**

**Non-Examined Assessment – Deadline February half term 2020.**

### **ICT**

#### **Y10**

**Coursework 1: Deadline February 14 2020.**

#### **Y11**

**Coursework 2: Deadline, December 16 2019.**

**Coursework 3: Deadline, March 23 2020.**

### **Physical Education**

#### **Y11**

**'Analysis and Evaluation' unit of the Non-Examined Assessment, deadline – 4 December 2019.**

**Submission of DVD evidence for external activities - 20 December 2019.**