



King's Academy Prospect
Key Stage 4 Handbook
2023 2024

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Introduction

We hope you find this Key Stage 4 handbook informative and useful over the course of this year. There are lots of things to think about in Years 10 and 11 to be ready for public exams at the end of Year 11 and to prepare for study post 16.

We will send regular updates throughout the year. More information on GCSEs can be found in the following guide: [GCSE 9-1 grades: a brief guide for parents](#)

Key Members of Staff

Assistant Head teacher i/c Progress and Outcomes Mrs S McCavish

Head of Progress Year 11 Mr M Priddey

Head of Progress Year 10 Mr B Radnedge

SENCO Mr J Birk

Examinations Officer Mr R Jenkins

Student Services Manager Mrs J Clyne

You can email any member of staff using their initial and surname @kgaprospect.uk, for example smccavish@kgaprospect.uk

Minimum expectations and aspirations

At the start of each year all teachers are given minimum and aspirational target grades for each child they teach. These are based on assessments at the end of Year 6 and in-house testing when they join us. We use GL Assessment CAT4 tests for this. [CAT4 - GL Assessment \(gl-assessment.co.uk\)](http://gl-assessment.co.uk). Teachers use this information in their planning, to ensure that all students are challenged and supported every lesson.

Each year we hold 2 Academic Review Day sessions. You will be able to book a 10-15minute appointment with your child and their tutor to discuss their attitude to learning, wellbeing, aspirations and progress. During this meeting the tutor will also explain your child's minimum and aspirational target grades and set their own targets for the year.



Assessment and Examinations

During Key Stage 4 your child will sit many assessments and examinations to prepare them for final exams. These range from in-lesson tests to more formal arrangements in the sports hall.

The programme for these will be different from year to year and will become more challenging and rigorous as your child moves from Year 10 to Year 11. Here is a summary for each Year.

Year	Assessment	Reports	Parents' evening
Year 10	Continuous assessment in lesson time throughout the year Mock exams in June	December 2023 April 2024 July 2024	March 2024
Year 11	Continuous assessment in lesson time throughout the year. Mock exams in November and February/March	October 2023 December 2023 March 2024	December 2023

For mock exams, each student will receive a copy of their exam timetable in advance from Mr Jenkins and it will also be available on the school website, in the exams section.

Examinations Policy

Our Examinations Policy can be found on our school website: [King's Academy Prospect - Examination and Assessment Information](#). This includes, in Appendix D, our Access Arrangements Policy, which details access arrangements and reasonable adjustments for students, to fit in with their normal way of working. I would advise that you read this policy and contact Mr Birk as soon as possible if you believe that these access arrangements may apply to your child.
jbirk@kgaprospect.uk

This is not only important for the actual examinations in the summer of Year 11, but also for the mock exams. A definition is below;

Access arrangements

“Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010* to make ‘reasonable adjustments’.

Reports

All Key Stage 4 reports include the following information:

- Attendance to date
- KS2 or CAT scores from Year 7 with explanation given
- Most recent result from spelling and reading age assessments with explanation given
- Number of positive and negative behaviour points to date, with an average for the year group for comparison.
- An Attitude To Learning (ATL) grade for Engagement in Learning and Independent Study
- A minimum and aspirational target grade for each subject.
- A Current Working Grade (CWG) for each subject. This is the actual result from the most recent assessment, which could be a mock exam, combined with any Non-Examined Assessment (NEA)
- A progress grade, which is a Professional Predicted Grade. (PPG) This is the grade your child’s teacher believes they will achieve if they continue to make the same progress as demonstrated to date. When making this prediction, each teacher considers the most recent assessment/exam grades as well as any NEA, classwork and homework and overall attitude to learning in the subject.

Each CWG and PPG is divided into 3 to show whether –

- They are **secure** at that grade range and could possibly achieve a grade higher. (+)
- They are in the middle range of that grade and it is **likely but not certain** (=)
- They are **at the bottom end** of that grade range and could possibly slip down to the grade











below. • A progress statement for each subject. The 4 different statements are -













Exceeding Expected Level of Progress
Making Expected Level of Progress
Working Towards Expected Level of Progress
Not Making Expected Level of Progress

These statements relate to your child’s minimum target in each subject compared to their progress grade. You will have an opportunity to discuss this with your child’s tutor and their teachers at the Academic Review days and at Subject Progress Evenings.

Examination Boards

The websites for each of the exam boards are very useful for finding out information on the different courses and obtaining past papers to work on independently at home. There are also answer booklets and exemplar answers to support you.

Subject	Qualification	Exam Board
Art & Design	GCSE	
Business Studies	GCSE	
Combined Science: Trilogy	2 x GCSE	
Computer Science	GCSE	
Construction	Vocational	
Design & Technology	GCSE	
Drama	GCSE	
English Language	GCSE	
English Literature	GCSE	
French	GCSE	

Geography- Spec B	GCSE	
German	GCSE	
Health and Social Care	Vocational	
Hair and Beauty	Vocational	
History	GCSE	
Hospitality and Catering	Vocational	
Mathematics	GCSE	
Media	GCSE	
Music	GCSE	
Physical Education	GCSE	
Photography	GCSE	
Triple Science (Biology, Chemistry, Physics)	3 x GCSE	

Examinations

The first set of mock exams take place in June of Year 10 and then again in November and February/March of Year 11. These exams assess the current working grades in each subject and they are also an opportunity for students to experience the arrangements and conditions of formal examinations. We have high expectations of all students during these examinations.

To support your child in preparing for them, please see information below.

Attendance

We expect all students to be in for all mock exams. Please support us with this by ensuring that they attend school, even if suffering from a minor illness, such as a cold or a cough. It is very difficult to arrange for students to sit examinations at an alternative time and this cannot be guaranteed. They will not be able to do this for their actual exams at the end of Year 11. Absence from an examination can have an adverse effect on their overall grade in that subject so please send them to school, if possible.

Equipment

Students must bring the necessary equipment to each exam. This includes at least one spare pen and a pencil as well as a rubber and a ruler and a calculator for maths, science, geography and technology (as required). All equipment should be contained in a see-through pencil case. Students may bring a bottle of water into the exam room but it must be a clear, see-through bottle with no writing on it and any labels removed.

Mobile phones, smart watches and other electronic devices

In line with exams regulations, no mobile phones or electronic devices, including smart watches of any kind, are allowed to be on a student's person under any circumstances during an exam. If a student has brought their phone or a watch to school, it MUST be switched off and in their bag, which will be placed at the front of the exam hall. Please note, a phone or watch switched off and in a student's pocket is not acceptable. If such a device is found on a student's person during an exam, it will be confiscated and must be collected by a parent or carer at the end of the school day. Furthermore, a mark of zero will automatically be awarded for that exam. All students will be reminded of this regulation at the start of each exam.

Using the toilet during exams

The expectation is that students will not be allowed to use the toilet whilst in an exam. If you have any concerns regarding this and believe that your child may need to use the toilet during an exam, please contact me to provide further details. You can contact me on the school number and extension 205 or by e-mailing smccavish@kgaprospect.uk. This decision has been made to safeguard the integrity of the exams and to ensure minimum disruption to students in the exam hall.

By following these expectations, students will be well prepared and ready for their actual public examinations in the Summer of Year 11.

Preparation and Revision for Examinations

Examinations can be a stressful time for both students and families and it is important to us that you are as well informed as possible. We expect all students to approach all assessments and examinations maturely and conscientiously and we encourage them to plan their revision time effectively. In Year 11, there will be additional revision sessions before, during and after the school day as well as on selected Saturdays and during the school holidays. A timetable of these sessions will be sent out separately.

Top 6 tips for success!

Below are some suggestions on how you can help your child get ready for their assessments and exams.

1. Get organised!

Ensure they have the necessary equipment and materials to help them to revise and complete independent study. These might include-

- Folders or box files;
- Blank revision cards or post-it notes;

- Different coloured pens/highlighters.

2. Plan ahead!

Make a note of when their assessments and examinations are and plan accordingly. Help your child to build a revision timetable over the week(s.) This should be broken down into small, manageable sessions of between 15 and 40 minutes with regular breaks in between and also some “me” time, with healthy food, fresh air and physical activity!! We have exemplar revision timetables in school for your child to use or a Google search will provide alternatives as well as lots more information on how to create a perfect revision timetable. Helping your child to do this for internal assessments and exams will be of invaluable benefit for the actual examinations in Year 11!

3. Think about your environment!

Create the right surroundings to facilitate effective revision. For example, remove distractions and noise such as mobile phones and TVs and declutter their space. If possible, ensure that they sit at a wide table or desk and make sure there is enough light.

4. Stay healthy!

Try to encourage your child not to consume too many fatty or sugary foods and drinks as these can seriously reduce the ability to study effectively. Breakfast is crucial on the morning of an exam. Make sure they drink lots of water throughout the day and, of course gets enough sleep and some early nights. All of the above will also improve mood and promote a growth mindset as well as boost brain power!!

5. Get involved!

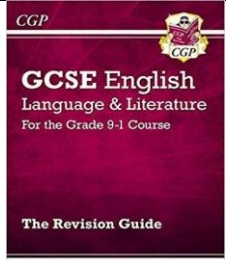
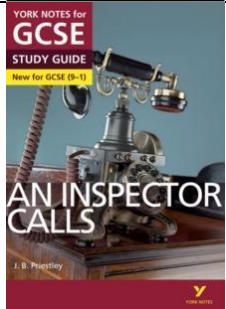
Ask your child if you can help them with their work and get involved in their revision. Test them on their knowledge or they could test you!! You don't need to be an expert in the subject to do this. The time leading up to exams can be extremely stressful and worrying for some students. Reassure them that they can speak to somebody at school if they are feeling very anxious or nervous. If you have concerns, please let us know straight away and we can help at school.

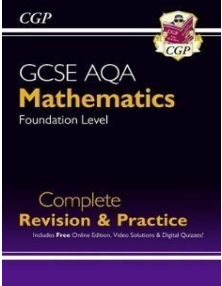

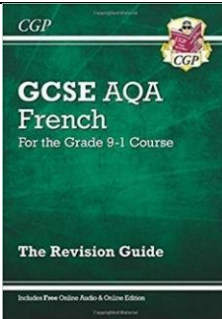
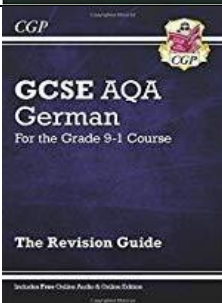
6. Keep spirits high!

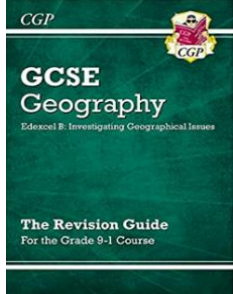


The time leading up to and during assessments and examinations can be hard work, exhausting, and not the most exciting! Encourage your child to think about what they want to achieve and how they will feel if they make the progress that they need to and do well.

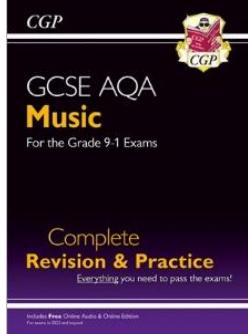
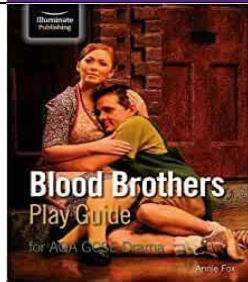


Recommended Revision Guides

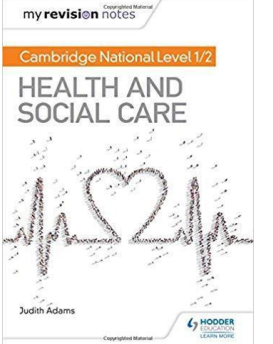
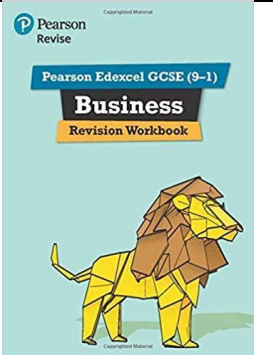
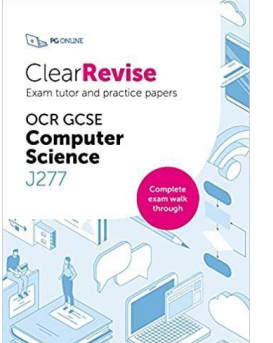
It is never too early to get hold of revision guides for each subject and for your child to use them throughout their Key Stage 4 studies. See below for titles, recommended by our teachers. You can purchase these books at most book shops or online as well as from school. Other workbooks and support materials may accompany these editions and can also be purchased to support learning at school and revision at home

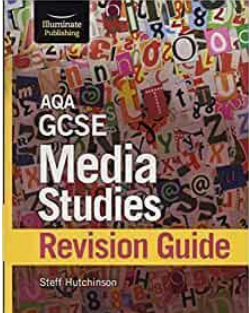
English	CGP – GCSE English Language and Literature	
English	<p>York Notes for GCSE (9-1)</p> <p>An Inspector Calls, Macbeth, Poetry - Power and Conflict Anthology AQA, Poetry - Unseen Poetry - AQA.</p> <p><i>(Please ask your teacher if you are not sure which set texts you are studying)</i></p>	

<p>Maths</p>	<p>New GCSE Maths AQA Complete Revision & Practice: inc Online Ed, Videos & Quizzes</p> <p>Students need the correct tier – Foundation or Higher</p>	
<p>Science</p>	<p>Oxford Revise: AQA GCSE 9-1 Science Revision Guide - Biology, Chemistry or Physics (Combined Science also available)</p> <p>These are available to buy directly from the science department for £4 each. Please note that there are separate revision guides for each science GCSE (Biology, Chemistry and Physics) or combined.</p>	
<p>French</p>	<p>New GCSE French AQA Revision Guide - for the Grade 9-1 Course (with Online Edition) (CGP GCSE French 9-1 Revision) and workbook</p> <p>AQA GCSE 9-1 French All-in-One Revision and Practice (Collins GCSE 9-1 Revision) and workbook</p>	
<p>German</p>	<p>New GCSE German AQA Revision Guide - for the Grade 9-1 Course (with Online Edition) (CGP GCSE German 9-1 Revision) and workbook</p> <p>AQA GCSE 9-1 German All-in-One Revision and Practice (Collins GCSE 9-1 Revision) and workbook</p>	

<p>Geography</p>	<p>Grade 9-1 GCSE Geography Edexcel B: Investigating Geographical Issues - Revision Guide The geography department has purchased these for students and your child will receive one from their class teacher.</p>	
<p>History</p>	<p>My Revision Notes: Edexcel GCSE (9-1) History: Medicine in Britain, c1250-present and The British sector of the Western Front, 1914-18</p> <p>My Revision Notes: Edexcel GCSE (9-1) History: Superpower relations and the Cold War, 1941-91</p> <p>My Revision Notes: Edexcel GCSE (9-1) History: Weimar and Nazi Germany, 1918-39</p> <p>My Revision Notes: Edexcel GCSE (9-1) History: Anglo-Saxon and Norman England 1060-1088</p>	
<p>GCSE P.E</p>	<p>My Revision Notes: OCR GCSE (9-1) PE 2nd Edition</p> <p>GCSE 9-1 Physical Education All-in-One Revision and Practice (Collins GCSE 9-1 Revision)</p>	

Music	AQA GCSE Music AQA Complete Revision and Practice	
Drama	<p>CGP Books - Grade 9-1 GCSE Drama Play Guide</p> <p><i>(Please ask your teacher if you are not sure which set texts you are studying)</i></p>	
Technology	Edexcel GCSE (9-1) Design and Technology Student Book	
Hospitality and Catering	My Revision Notes: WJEC Level 1/2 Vocational Award in Hospitality and Catering	

<p>Health and Social Care</p>	<p>My revision notes Cambridge National Level 1-2 Health and Social Care by Hodder Education</p>	
<p>Business Studies</p>	<p>Pearson REVISE Edexcel GCSE (9-1) Business Revision Guide + App: for home learning, 2021 assessments and 2022 exams</p> <p>Pearson Edexcel GCSE (9-1) Business Revision Workbook: Catch-up and Revise: for home learning, 2021 assessments and 2022 exams</p>	
<p>Computer Science</p>	<p>Clear Revise Exam Tutor OCR GCSE Computer Science</p> <p>New GCSE Computer Science OCR Revision Guide - for exams in 2022 and beyond</p>	

Media	AQA GCSE Media Studies Revision Guide Paperback	
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Online support

Below are some revision and support websites, which we recommend to all our Key Stage 4 students to support them with their studies.

General

Website	Log in details
Google Classrooms	www.classroom.google.com Teaches post all classroom materials, additional resources and homework tasks in their Google Classroom for students to view and complete work.

Class Charts	www.classcharts.com This is now our only means of communication between school and home so it is really important to know your account details and download the app. Both students and parents/carers should have an account. You need to obtain a pin code if not already logged on. You can get this from Mrs Moore by e mailing: jmoore@kgapropect.uk
Seneca	https://senecalearning.com/en-GB/ Available for most subjects- ask your teacher A lot of free access to revision materials and activities. Log in details to follow for individual accounts.
Kerboodle	www.kerboodle.com Available for some subjects – ask your teacher Username - initial and surname Password- as above

	Institution code ds0. After first log-in you will be prompted to create a password and input your email (use school email).
BBC Bitesize	https://www.bbc.com/bitesize/levels/z98jmp3

Subject specific websites

There are lots here to choose from so we suggest you take a look and find some which suit your particular style of learning

and revision.

Subject	Website
English	www.sparknotes.com https://www.sparknotes.com/shakespeare/ www.youtube.com/mrbruff www.oxnotes.com
Maths	https://sparxmaths.com/ www.ssddproblems.com http://www.accessmaths.co.uk/revision-resources.html https://corbettmaths.com/5-a-day/ http://mathsbot.com/gcseRevisionGrid http://mediandonsteward.blogspot.co.uk/search/label/algebra%20grade%20C https://crashmaths.com/wp-content/uploads/2017/05/Revision-Maze-Solutions.pdf http://maths4everyone.com/ http://www.drfrostmaths.com/resources/page.php?id=18 http://www.mathsbox.org.uk/tw/Big%20mistake.pdf http://mrchadburn.co.uk/a-little-bit-of-maths-each-day/ https://www.mathedup.co.uk/gcse-revision-mats/ https://www.tes.com/teaching-resource/higher-gcse-revision-workout-calculator11630772 https://www.tes.com/teaching-resource/breakfast-revision-higher-gcse-workout-11638588 https://www.tes.com/teaching-resource/a-gcse-maths-paper-6322457

	www.Onmaths.com
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Science	Seneca Learning: https://senecalearning.com/en-GB/ GCSE Bitesize Biology (Triple Science): https://www.bbc.com/bitesize/examspecs/zpgcbk7 GCSE Bitesize Chemistry (Triple Science): https://www.bbc.com/bitesize/examspecs/z8xtmnb GCSE Bitesize Physics (Triple Science): https://www.bbc.com/bitesize/examspecs/zsc9rdm GCSE Bitesize Combined Science (AQA Trilogy): https://www.bbc.com/bitesize/examspecs/z8r997h Free Science Lessons revision videos: https://www.youtube.com/channel/UCqbOeHaAUXw9II7sBVG3_bw Cognito revision videos: https://www.youtube.com/channel/UCaGEe4KXZrjou9kQx6ezG2w
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French and German	www.kerboodle.com Students log in with their initial and surname as username and password. The institution code ds0. GCSE - BBC Bitesize Quizlet – see links set by teacher
Geography	GCSE bitesize – GCSE geography https://www.bbc.com/bitesize/subjects/zkw76sg www.kerboodle.com Students log in with their initial and surname as username and password. The institution code ds0.
History	https://schoolhistory.co.uk/ https://www.senecalearning.com/blog/gcse-history-revision-guide/
P.E	www.Theeverlearner.com https://www.bbc.co.uk/bitesize/subjects/znyb4wx

	www.Senecalearning.com www.Brainmac.co.uk
Computer Science	www.senecalearning.com https://www.youtube.com/channel/UC0HzEBLJjxlrwBAHJ5S9JQg https://www.youtube.com/channel/UCLg2JKpJiC2m8X00qn9rmOg
Art and Photography	GCSE Art and Design - BBC Bitesize

	Art and Artists Tate
Music (GCSE)	https://www.goconqr.com/en/teach/aqa-gcse-music-revision-free-resources-and-study-tools/ https://www.brainscape.com/subjects/gcse-music
Drama	https://quizlet.com/en-gb/content/gcse-drama https://revisionworld.com/a2-level-level-revision/drama-gcse-level/studying-drama/drama-gcse-past-papers https://www.aqa.org.uk/subjects/drama/gcse/drama-8261/teaching-resources
Design and Technology	http://www.technologystudent.com/ https://www.bbc.com/bitesize/subjects/zybc87h
Construction	https://www.goconstruct.org/
Business Studies	https://www.tutor2u.net/ https://www.bbc.com/bitesize/subjects/zpsvr82

Examinations - Post Results Services

Following the publication of GCSE and vocational examinations, we may undertake two main post-results services. These are a Review of Results and a request for examination papers (scripts) to be returned to the school. Only the school can access these services so any requests from students and parents must come through us and not to the examination board directly.

Review of Results

Ofqual has tightened up on the purpose of a Review of Results, stressing that this service is not a re-mark but a review of the marking undertaken. If a marker has marked within the tolerance of the mark scheme, the reviewer is instructed not to change

the mark just because they would have marked differently. Clearly, this instruction is more relevant to subjects where answers are less objective. There are some things to consider before a Review of Results is requested by either the school or by you.

- A review could result in a lower mark being awarded and therefore a lower grade.
- For this reason, a student should think carefully before requesting a review and should ensure that their current mark is very close to the upper grade boundary.
- The student (not a parent) must request a review, script or appeal. The school must have the student's written, informed consent before requesting an external review or access to a script.

Reasons for requesting a script

A student may request access to their marked script prior to a Review of Results. This may be to check for any clerical errors or to discuss their performance with their teacher. The school may also ask a student to request the return of their script to aid future teaching and learning in the subject. Such anonymised scripts could also be provided to future candidates to highlight good and bad exam practice.

If you want further details on the processes above, you will be able to find it in the School's Exams Policy on our website and also in our guide which will be sent out to students and families shortly before Results' Day.

Post 16 Education and Careers Guidance

During Years 10 and 11, students will need to start thinking about their choices Post 16. For many of them, this will be staying on to our Sixth Form, where they can choose from a wide range of A-level and vocational courses. More information on our Sixth Form will be given during our Sixth Form Open Evening as well as in assemblies/tutor time and via their tutor. Students will also learn about alternative Post 16 options, including courses at other providers, for example local colleges and apprenticeships, where they can combine study with the world of work.

Although students do need to be thinking about their next steps post Year 11, there is no need to worry or panic! Throughout Key Stage 4 they will be given lots of support and guidance from their tutor, Head of Progress and from Ms Gallivan, our school

careers leader. Ms Gallivan will ensure that they are given the opportunity to attend a careers interview and receive help on applying for different courses, writing a C.V, attending interviews etc. If they need even more help or are not sure what you want to do, just speak to one of us and we can support you!