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King's Academy Prospect Key Stage 3 Handbook 2023 2024

Key Members of Staff

Head teacher

Deputy Head teacher

Assistant Head teacher i/c quality of education

Assistant Head teacher i/c curriculum and standards

Assistant Head teacher i/c behaviour and attitudes

Assistant Head teacher i/c quality of education

Mr D Littlemore

Ms M Morris

Mrs S McCavish

Mr G Edwards

Mr R Gerrard

Mrs S Stevens

Head of Progress Year 7

Head of Progress Year 8

Head of Progress Year 9

Ms A Smith

Mrs J Spooner

Miss L Blake

SENCO

Student Services Manager

Key Stage 3 Manager

Mr J Birk

Mrs J Clyne

Ms B Ralston

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

Minimum expectations and target grade ranges

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, ensuring that all students are challenged and supported every lesson.

At Key Stage 3 students and families are given a projected GCSE Target Grade to support the student with their academic progress. This is based on the outcomes of the GL assessments and provides a very early indication of academic potential at the end of Key Stage 4. This will be reviewed and updated each year.

Each year we hold 3 Academic Review Day sessions. You will be able to book a 10-15 minute appointment with your child and their tutor to discuss their attitude to learning, wellbeing, aspirations and progress.

Assessment and Reporting

During Key Stage 3 your child will sit assessments in every subject. These will take place twice a year, once in the classroom in the Spring term and once in the sports hall in the summer term. Following each assessment period, a report will be emailed to both the student and their family and will contain information relating to academic progress and attitude to learning. In addition to the 3 Academic Review Days, there will be an annual opportunity for students and their families to meet with each subject teacher to discuss the report. Please see below for key dates:



Assessment and Reporting	Subject Consultation Evening
January June	Year 7- March 2024 Year 8 - May 2024 Year 9 - February 2024

Examinations Policy and Access arrangements

Our Examinations Policy can be found on our school website: [King's Academy Prospect - Examinations 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 assessments throughout your child's education. 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 3 reports include the following information:

- Attendance to date
- KS2 or CAT scores from Year 6/7 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, effort and independent study
- A projected GCSE Target Range
- 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 the progress your child is making in each subject compared to their minimum expectations. This is based on the results of their most recent assessment as well as the teacher's professional judgement in lessons and over time. You will have an opportunity to discuss this with your child's tutor and their teachers at the Academic Review days and at subject consultation evenings.

Preparation and revision for assessments

Assessment periods 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 maturely and conscientiously and we encourage them to plan their preparation and revision time effectively.

Top 6 tips for success!

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

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 the dates of their assessments 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.

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 assessment. 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 assessments can be an anxious or nervous one for some students. Reassure them that they can speak to somebody at school if they are feeling this way. 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 be hard work, tiring 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 or cards for each subject and for your child to use them throughout Key Stages 3 and 4. In fact, it would be a brilliant idea to have some at home to help with homework and independent study.

KeyStage 3 guides are available for most subjects and popular editions include CGP. You can purchase these books at most book shops or online. Please contact your child's teacher for more information.

Online support

Below are some revision and support websites, which we recommend to all our Key Stage 3 students to support them with their studies.

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@kga.uk
Seneca	https://senecalarning.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.
BBC Bitesize	https://www.bbc.com/bitesize/levels/z98jmp3
Oak Academy	https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3
United Learning	https://continuityoak.org.uk/lessons