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Dear Parents / Carers of Year 10 students.

### **Leadership Team for Years 10 - 11**

Welcome to Key Stage 4. Years 10 and 11 are led by Mrs S Bajic-Raymond, the Senior Deputy Headteacher and Mr C Reed, Assistant Headteacher who together represent the Senior Leadership Team for Key Stage 4, working closely with Mrs A Wilkie, the Learning Co-ordinator for Year 10.

### **Reporting On Student Progress**

Students moving into Key Stage 4 will be graded at GCSE using the new national numerical system which ranges from 1-9. Many of the subjects will be assessed wholly by final examination in Year 11. To introduce this new arrangement there is an information evening for Year 10 parents on Thursday 6 October from 6 to 7pm.

We also look forward to welcoming you to the Year 10 Parents' Evening on Thursday 12 December from 5-7.30pm, where you will be able to meet staff to discuss your child's academic progress.

### **Attendance and Punctuality**

Good attendance and punctuality are essential to your child's achievement at Key Stage 4. All students should aim to maintain an attendance percentage above 96%. Students arriving late to school will receive a "red card" detention on the day they are late. Please be aware that if a student receives 10 red card detentions for any reason, they will automatically be placed into Separated Learning for a full day.

Students wishing to join in extra-curricular school activities will need to have at least 94% attendance in order to participate.

### **Private Study / Homework / Revision**

At Key Stage 4 we are very keen to develop students' learning skills and habits. To achieve this we ask for your continued support in helping your child to organise daily study at home. Students should be doing 1–1½ hours of homework or independent study each evening in a quiet setting, away from unnecessary distractions. To ensure effective organisation your child is expected to use their planner every day to record homework and plot revision. Please check that your child is keeping up to date with work and sign their planner every week.

You can find the homework timetable in the Parent Section of the school website or via [this link](#). Homework will also be set via Google Classroom which you may access via your child's login. Please also remind your child to use the school website and GCSE Pod. All students are aware of how to access these.

At Key Stage 4 we expect students to revise independently whenever they have an opportunity; there should be no weekday night on which your child feels they have no studying to do. Some homework will be marked by teachers but learning will also be assessed via tests in preparation for the GCSE examinations in Year 11. Your child needs to review work steadily, starting now, to ensure that they are ready for these.

### **Further support**

The School Library is available at lunchtime and after school until 4.45pm Monday-Thursday. This is an excellent resource and a quiet place for students to study and make use of computer facilities. Several subjects also give their time over lunch and after school based in their own subject areas and will have details of individual catch-up sessions available to students.

### **Key Dates**

The [Year 10 calendar](#) with all key dates and deadlines may be found in the Parent Section of the school website. Please also see the [Key Stage 4 curriculum booklet](#) for further information about individual subjects.

**Please note Work Experience week is 3-7 July 2017.** A separate letter will be issued re work experience.

### **Communication with School**

There may be an occasion when you wish to discuss a particular subject issue and to do this please initially make contact with the subject teacher, followed by the KS4 subject coordinator or curriculum team leader. To discuss any other issues, please make contact with the tutor followed by the Learning Co-ordinator (Mrs A Wilkie) or contact the Inclusion team if you have any special needs related inquiries. The Head of Inclusion is Mr G Warnock.

I hope this has given you an insight into how to support your child's progress in Years 10 & 11. If you have any particular issues you wish to raise, please do not hesitate to contact Mrs Wilkie on 0117 919 8051 (a/phone) or email [wilkiea@cotham.bristol.sch.uk](mailto:wilkiea@cotham.bristol.sch.uk)

Yours sincerely



Svetlana Bajic-Raymond  
Senior Deputy Headteacher



Andrea Wilkie  
Year 10 Learning Co-ordinator