



PARENTS' INFORMATION BOOKLET
KEY STAGE 4/SIXTH FORM

Pupils educated across LALC in
collaboration with other schools

2017 – 2018

COLLABORATION BETWEEN FRIENDS' SCHOOL, THE WALLACE HIGH SCHOOL

With the introduction of the Entitlement Framework, schools across the Lisburn Area Learning Community have initiated a number of collaborative learning projects to extend choice and subject offer to all pupils.

This booklet details information relating to organisation, pastoral care and expectations for participating pupils in respect of behaviour, work ethic, homework and assessments, attendance and punctuality.

To ensure the safety and wellbeing of pupils and the success of learning parents are encouraged to contact, as a first point of contact, Mr McKinley or Miss Collins at School in the event of a concern or problem.

Collaboration at GCSE – Twilight Courses

At the end of Year 10 pupils are offered the opportunity to take an additional GCSE in Photography. These courses run over both Year 11 and Year 12 and take place in either the South Eastern Regional College (SERC), Castle Street in Lisburn or in one of the Lisburn schools on one afternoon per week from 3.45 – 5.45pm. The courses are delivered by teachers who will not necessarily be from Friends' School and are in addition to the 10 subjects pupils take in school.

This year classes will take place at the times, venues and on the days indicated below.

Pupils in Year 12 should continue to attend classes at the same time, venue and on the same day as in Year 11.

Year 12 All classes take place from 3.45pm- 5.45pm

COURSE TITLE	Day/ Time	VENUE
GCSE Photography	Wednesday	SERC- Castle Street

It is important to note that these are **two year courses** and pupils who sign up are expected to complete the course.

There will be no charge to pupils for the course. However, pupils who withdraw from the classes after the 30 September will be asked to pay the full cost of the course.

Courses will take place at the same time, on the same day and at the same venue over the two-year period.

On the first day of the **Twilight Courses, starting the week of 4th September**, a member of staff from Friends' School will meet pupils at the Course Centre to assist with any initial difficulties. There will be no staff presence from Friends' School at the courses for the remainder of the year.

Pupils will be responsible for making their own transport arrangements to and from the courses.

A member of staff from Friends' school will liaise with the host centre regarding pupils' punctuality, attendance, behaviour, progress and reporting, but will not be present during the lessons.

Pupils taking an additional course are expected to give the same level of commitment to this course as he/she would to any of his/her other GCSE courses in school and are asked to adhere to the code of conduct, expectations, homework and assessment requirements set down by both the teacher and the centre delivering the course.

Should your son/daughter be involved in extracurricular sport or, for instance, be on one of the school Hockey, Rugby or Netball teams, commitment to one of these courses may not be possible as it will likely interfere with training or matches.

Sixth Form Collaboration

In the Sixth Form, pupil choice is extended through the offer of additional AS and A Level courses which are taught in collaboration with other schools/centres in German, Economics, Moving Image Arts and Travel and Tourism.

Subject	Delivered by:	Offered to:
Economics	Friends' School	Pupils at Friends' School and The Wallace High School
Moving Image Arts	The Wallace High School	Yr14 pupils at Friends' School and The Wallace High School
Travel and Tourism	Friends' School	Yr14 pupils at Friends' School and The Wallace High School
German	Friends' School & The Wallace High School	Friends' School & The Wallace High School

Timetable 2017 - 2018

Please see below the timetable for subjects taught in collaboration with other Centres for this year 2017 - 2018.

All pupils involved in taking a course at a different school will be asked to attend an introductory meeting before the start of the course to confirm travel arrangements to and from the host centre. It is important that all pupils attend this meeting which will be organised during the school day.

SIXTH FORM

COLLABORATIVE TIMETABLE

2017 - 2018

Year 13

<u>Day</u>	<u>Time</u>	<u>Periods</u>	<u>Subjects/Centre</u>	<u>Other</u>
Monday	9.15 – 10.25	1 – 2	German (FSL)	
Tuesday	11.15 – 11.50 & 2.20 – 3.30	4 & 9 – 10	German (FSL)	
Wednesday	1.45 – 3.30	8 – 10	German – (FSL)	
Thursday	2.20 – 2.55	9	German (FSL)	
Friday	There are no Collaborative classes on a Friday for Year 13 pupils this year			

Year 14

<u>Day</u>	<u>Time</u>	<u>Periods</u>	<u>Subjects/Centre</u>	<u>Other</u>
Monday	12.25 – 2.20	6 – 8	Moving Image Arts (WHS) German (WHS) Economics (FSL) Travel & Tourism (FSL)	
Tuesday	2.20 – 3.30	9 – 10	Moving Image Arts (WHS) German (WHS) Economics (FSL) Travel & Tourism (FSL)	
Wednesday	11.15 – 12.25	4 – 5	Moving Image Arts (WHS) German – (WHS) Economics (FSL) Travel & Tourism (FSL)	
Thursday	9.15 – 11.15	1 – 3	Moving Image Arts (WHS) German (WHS) Economics (FSL) Travel & Tourism (FSL)	
Friday	There are no Collaborative classes on a Friday for Year 14 pupils this year			

Getting started in the Sixth Form

Pupils will be responsible for making their own transport arrangements to and from the courses, but must **NOT** travel in their own car to either WHS or SERC, even if the course ends after 3.30pm.

A member of staff from Friends' School will liaise with the host centre with regard to pupils' punctuality, attendance, behaviour, progress and reporting, but will not be present during the lessons.

General Information for pupils involved in Collaborative Courses KS4 and Sixth Form

(a) Dates

Pupils should also receive a calendar of dates from their host centre and are asked to note differences between their home school calendar and the calendar of the host school. It is in the pupil's interest to ensure he/she misses as few teaching lessons as possible through differences in holidays, teacher training days and other home school events & activities.

(b) Pastoral

- Parents of pupils with special needs should speak with Mr McKinley or Miss Collins in advance of starting the course so that contact with the host centre can be made on the pupil's behalf and information shared, as appropriate.
- In the event of an unexpected personal circumstance or difficulty that might impact on pupil attendance or performance at a collaborative course, parents should inform Mr Mc Kinley or Miss Collins, in the first instance.
- Where the **Head of Year/School** becomes aware of pastoral or other issues which may impact on the pupil's performance in the host school they will contact the subject teacher in the host school directly.
- Pupils are expected to observe the host school's policies on Behaviour, the Use of Mobile Phones and the Internet.
- In the event of an **Emergency school evacuation** or practice drill, pupils should evacuate the premises along with pupils in their lesson and follow the procedures set down by the host school.

Work ethic

- Pupils taking courses at other centres, at GCSE and A Level, are expected to give the same level of commitment to this course as he/she would to any of his/her other courses in school and are asked to adhere to the code of conduct, expectations, homework and assessment requirements set down by both the teacher and the centre delivering the course.

(c) Attendance and Punctuality

Absence

When a **teacher** is absent in the host school pupils will be notified through their home school, if this has not been done in advance by the subject teacher, and pupils will be required to stay in their own school and attend Private Study; or in the case of a Twilight course may return home at 3.30 pm.

Pupil absence at the courses will be recorded and it is important that notes of any anticipated absence are given to both the pupil's teacher at the collaborative centre and Collect Teacher at FSL in advance. In the event of an unexpected absence parents are asked to contact either Mr R McKinley or Miss A Collins at Friends' School.

Register of attendance

- A register of attendance will be taken in the host school.
- A margin of five minutes late to the start of the class will be accepted to facilitate movement between schools.
- Pupils will be challenged and time noted.
- More than three times late, without a reasonable excuse, will be reported to the **Head of Year/School** in the pupil's own school and be followed by a detention. A pupil who is persistently late or absent may be withdrawn from the course. In the case of a Twilight course, the pupil may also be asked to pay the full cost of the course.
- It is the responsibility of the pupil to notify their subject teacher in the host school of all anticipated absences with a note signed by parents.

(d) Monitoring, Assessing & Reporting pupil work

- **Underperformance** in the host school will be reported to Mr McKinley for follow up.
- **School Examinations** Pupils should take school examinations according to the timetable of the host school. Provision will therefore need to be made by all collaborating schools for pupils to sit school examinations in the host school, if this is appropriate. In some cases, it may be more practical for the examination to be sent to the pupil's own school and arrangements made for the supervision of the examination.
- Parents will be made aware that examinations and reporting of pupils attending the host school may differ in timing to those in their own school and will be informed in advance of examinations in the host school.
- **Reports** Teachers at FSL report in February and June. A written slip with pupil percentage, year average score and a written comment will be forwarded to the pupil's own school, from the host centre and included in the pupil's report.
- **Parent -Teacher Meetings** Parents of pupils in the Sixth Form attending classes at the Wallace High School will be invited to an **Annual Parent Teacher Meeting** with the teachers of the host school - the date, time and procedure to be that of the host school. The host school will send a letter about the meeting to pupils. Teachers from SERC and Belfast Metropolitan will be invited to Parents' meeting organised at Friends'.

4. UCAS

All **Subject Teachers** are asked to write an internal report with predicted grades for each pupil to assist with UCAS references. These will be completed using the FSL format and forwarded to Mr McKinley by mid-September.