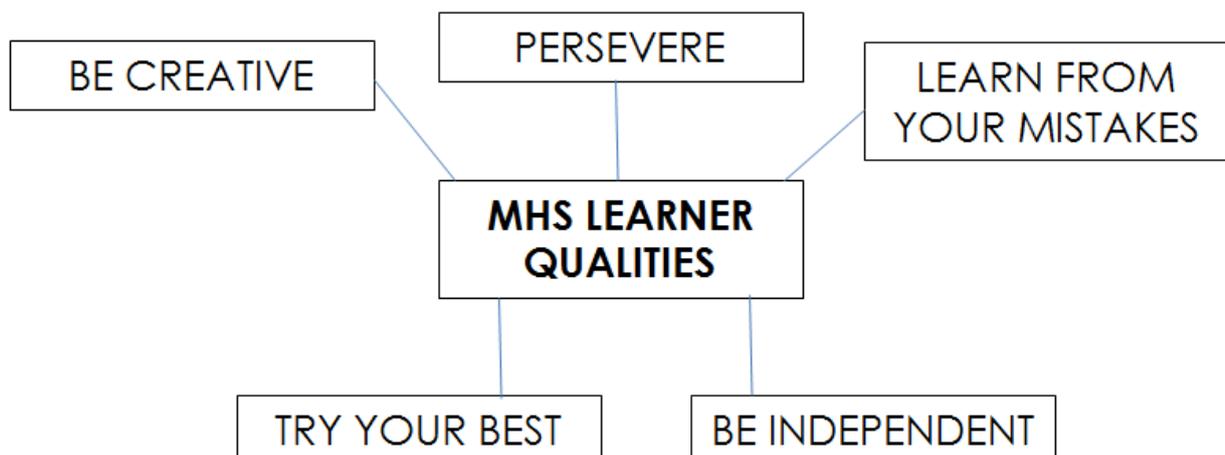


MONIFIETH HIGH SCHOOL



Preparing for the Senior Phase Session 2018-2019

A guide for pupils and their parents



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PREPARING FOR THE SENIOR PHASE

This booklet is designed to help you understand what the Senior Phase curriculum offers, and how it relates to your education in the years beyond that. Together with the advice you will receive from your teachers, family and others, it will help you decide which subjects to apply for.

The Senior Phase at Monifieth High is a three year stage from S4 to S6. Having followed a 'Broad General Education' in S1 and S2 and 'Personalisation and Choice' in S3, progression into the senior phase provides you with further opportunity to individualise your curriculum, to enable you to follow your particular 'learner journey', both in terms of choice of subject and depth of learning. The Senior Phase curriculum is designed to ensure that you are adequately prepared for the next transition to a positive and sustained destination (employment, training, college, university etc.) at any point at which you decide to leave school i.e. end of S4, S5 or S6.

Through your work in the senior phase, both in the classroom and beyond it:

You will continue to develop key skills to a much higher level than in previous years. Many of these skills are developed right across all your subjects. They include the ability to analyse, evaluate and create
communicate, prioritise and work effectively in teams
write and present increasingly complex reports

You will also develop specialist skills and understanding which relate to specific subjects

You will have a Personal support period where you will review your progress and set targets. This period will also be used for Careers Education, Study skills and in S6, UCAS.

This booklet forms part of a package along with the Option Sheets. The Option Sheet will need to be completed and returned in accordance with given instructions. Your parents have received your School Report for the current session. Your parents have already spoken to your class teachers at Parents' Evenings and will be able to come to the S4/S5 Information Evening on Wednesday 31st January. Please remember also that you have been receiving advice from your class teachers and your Principal Teacher (Pupil Care and Support).

This booklet has three sections – S4, S5 and S6. In each section you will find more detail on the year you are progressing in to. There will also be course descriptors for subjects. National 4/5 in S4, Higher in S5 and Advanced Higher in S6. However, you can still study other National 5 qualifications in S5/6 and other Higher qualifications in S6.

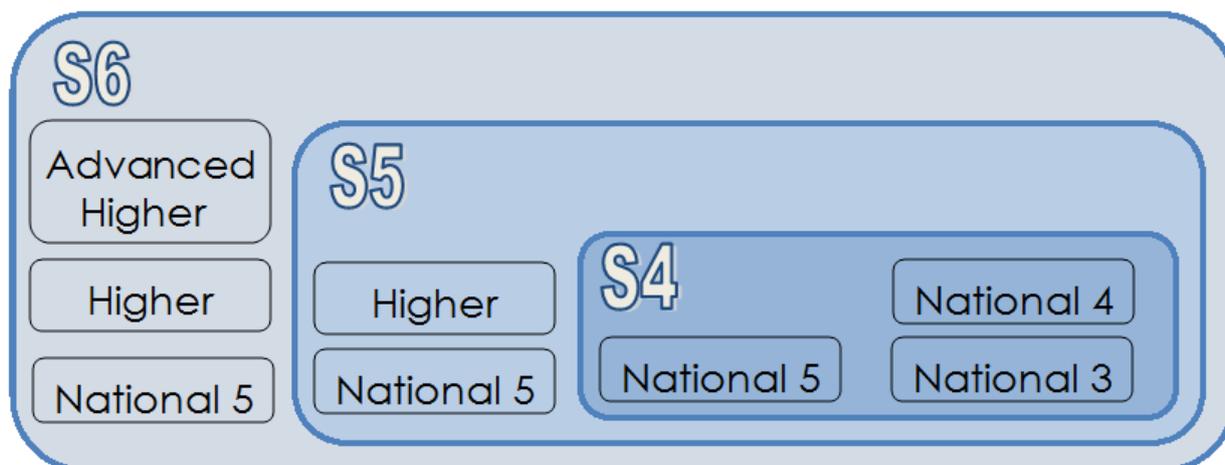
This handbook which includes detailed course descriptors of all subjects offered in the senior phase can be accessed via the school website: <http://www.monifiethhighschool.com/>

Dr C Matthew

Acting Depute Head Teacher

January 2018

SENIOR PHASE QUALIFICATIONS



The above graphic illustrates the progression route through the Senior Phase and shows the likely stage when qualifications will be achieved. It should be noted, however, that progression can be lateral/horizontal as well as longitudinal/vertical i.e. a learner who has worked very hard to achieve a qualification at a particular level e.g. National 5 may be best suited to select a new course at the same level for the following year to allow for consolidation of particular skills (lateral/horizontal progression), rather than attempt to study the same subject at the next level e.g. Higher (longitudinal/vertical progression). Each curricular area has a detailed curriculum rationale including progression routes and these can be accessed on the school web site (Click on the 'Learning' tab to access each curricular area. You will also be able to find detailed course descriptors of all subjects offered in the senior phase.

A LEARNER'S JOURNEY THROUGH SCHOOL

There a variety of routes through the senior phase. Many learners will begin S4 by studying six National 5 and/or National 4 qualifications, some pupils may study a combination of N4, N5 and 'Skills for Work Courses', and a few working at National 3. These combinations will lead to different routes in S5 and S6. A route through the senior phase is illustrated for three 'typical learners'. These offer a learner's perspective of the senior phase in the new curriculum and the range and level of qualifications gained.

Jane

Jane has enjoyed considerable success in her S1-3 broad general education. She is keen to go on to study at university on leaving school at the end of S6. She thinks she may want to study English or Social Subjects. She is also interested in Music and Art.

Jane's choices and progression

| S4 | S5 | S6 |
|---|---|---|
| English (National 5) Maths (National 5) Art (National 5) Music (National 5) History (National 5) French (National 5) | English (Higher) Music (Higher) Art (Higher) History (Higher) French (Higher) | English (Adv. Higher) Product Design (Higher) History (Adv. Higher) French (Adv. Higher) |

John

John is a motivated pupil who enjoys school. He has progressed well through his S1-3 broad general education. He likes Maths and Science but finds English and Languages more challenging. He knows English is particularly important. He is not sure whether he wants to move on to further study at college or perhaps university on leaving school – probably at the end of S6.

John's choices and progression

| S4 | S5 | S6 |
|--|---|--|
| English (National 4) Maths (National 5) Physics (National 5) Computing (National 5) Chemistry (National 4) Geography (National 4) | English (National 5) Maths(Higher) Physics (Higher) Chemistry (National 5) Geography (National 5) | PE (National 4) Maths (Adv. Higher) Biology (National 5) Geography (Higher) Chemistry (Higher) |

Karen

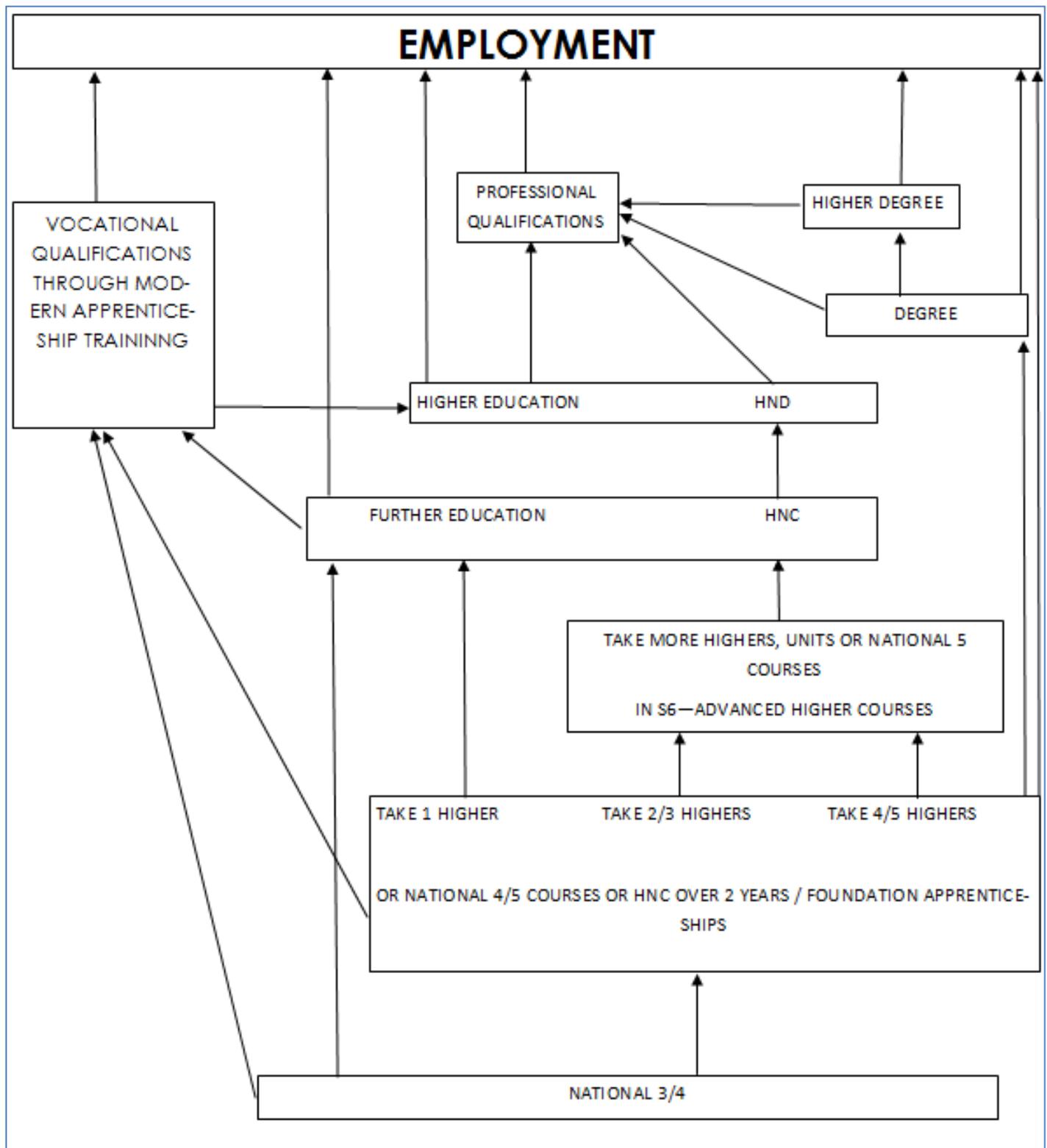
Karen is a confident and hard working girl who has made steady progress through her S1-3 broad general education. She enjoys practical subjects and has developed a range of skills particularly in PE and Technical. She had considered leaving at the end of S4 but decided to return to school and apply for an engineering apprenticeship, possibly in the Oil and Gas industry, at the end of S5.

Karen's choices and progression

| S4 | S5 |
|--|---|
| English (National 4) Maths (National 4) Hospitality (National 4) PE (National 4) Design & Manufacture (National 4) Geography (National 4) | English (National 5) Maths (National 5) Engineering Science (National 5) PE (National 5) Hospitality (National 5) |

ROUTES THROUGH EDUCATION TO EMPLOYMENT

The diagram overleaf outlines the possible routes through the education in to employment. There are a variety of routes in to employment. Staying on to S6 may not be the best option.



THE SENIOR PHASE IN S4

THE CURRICULUM

In S4 you will continue with English and Mathematics and will choose 4 other subjects. These 6 subjects are offered through the SQA at levels *National 3*, *National 4* or *National 5*. There is an external examination at National 5 whereas National 3 and 4, courses are assessed by your teacher as a Pass/Fail. In most cases you will continue with six of the 10 subjects you chose to study in S3. However, there will be the option for you to choose some entirely new subjects in S4 which were either not offered in S3, or you did not select them.

The four additional subjects you choose to study in S4 are timetabled for five periods per week, which allows for learning at a greater depth than S3. This will prepare you much better for S5 and S6 courses (if you decide to remain at school, or for college, or for employment. In the case of English and Mathematics, you will have already completed some of the course by the end of S3, so fewer periods are needed in S4 than for the four additional subjects you will study, which is why English and Maths are timetabled for 4 periods each.

There are also opportunities to study for a Foundation Apprenticeship, HNC or HNC units through D&A College instead of one school based subject.

You will also study three Core Subjects: PE, Social Education and RME along with a period of Personalised Support.

As you progress through the Senior Phase, in addition to SQA national qualifications, you will have the opportunity to achieve accreditation for personal achievements and leadership skills.

NATIONAL 4/5 COURSE STRUCTURE AND ASSESSMENT

Most National 4 and National 5 courses are made up of up to three units plus an assignment which tests your ability to draw together the different parts of what you have learnt throughout the year. Whether you are assessed at National 4 or National 5 level, you will have time to prepare for this assignment and will then write it under supervised conditions. A significant proportion of some courses are assessed through a project/assignment. For example, in Computing Science 60/150 marks are awarded for the assignment. A few courses such as PE do not have an external exam.

In nearly all subjects, the topic headings of the units you will study are the same at both National 4 and National 5. National 4 courses will be assessed by your teacher and there is no final exam. At National 5 level the assignment and your final examination paper will be sent to the Scottish Qualifications Authority, to be marked by an external examiner.

Candidates for National 4 will be awarded either as a Pass or Fail, there are no grades. National 5 qualifications will be awarded at grade A, B or C (all of which show you have gained the award) or a grade D, which recognises the positive achievement of completing the National 5 course.

More information on National Qualifications can be accessed via the following websites:

<http://www.npfs.org.uk/nationals-in-a-nutshell/>

<https://www.sqa.org.uk/sqa/58062.html>

PREPARING FOR S5-6 OR FOR COLLEGE

The courses which we are able to offer you in S4 will prepare you well for National Qualifications in S5 and S6, or for a vocational course at college, or maybe a Foundation Apprenticeship. For instance, a National 5 award will usually allow you to go on in S5 to study the subject at Higher level and a National 4 award in S4 will let you progress to a National 5 award in S5. However, it must be pointed out that an A or B Grade will mean that you stand a much better chance of passing Higher than if you only gain a Grade C. The more you achieve now, the more advanced will be your course in S5, or at college. This in turn means that you stand a better chance of gaining sufficient qualifications to take you on to more advanced courses at College or University. So remember – do the best you can NOW!

HOMEWORK

As a responsible young person, it is essential that you should plan carefully for working at home as well as at school. In S4 you should expect to do an average of one and a half hours' homework each evening rising to 2 hours as the year progresses. Homework is much more than simply the assignments set by your teacher. Each evening you should be reviewing and learning the material you have studied during the day, as well as undertaking research, revising for tests and completing any assignments your teachers have given you. You should keep a record of what you have done each evening in your Diary Planner. Completing all work (including home assignments) to a high standard and on time is absolutely essential for success in National 5 exams. If you fail to do this it is very unlikely that you will be a suitable candidate to stay on into S5/6.

S4 COURSE CHOICE

It is important to think very carefully about the subjects you choose to continue with after S3.

This booklet describes all the courses which are available at Monifieth High School and careful study of it will help you and your parents to make your choices. The following questions and answers will give you points to consider when making decisions.

What should I think about before making my choices?

- your interest and enjoyment in a subject
- your ability in a subject
- making sure your course is balanced, so as to keep all options open for the future
- your choice should not depend on whether you like the teacher
- your choice should not depend on the subjects chosen by your friends

Where can I get more information from?

- the Careers library
- "My World of Work" website: <http://myworldofwork.skillsdevelopmentscotland.co.uk>
- the Monifieth High school website: www.monifiethhighschool.com

Who can help me make my choices?

- your Principal Teacher (Pupil Care and Support)
- your subject teachers
- the Careers Adviser
- your parents

What is the procedure for making my choices?

- the calendar overleaf will show you the planned stages leading up to and beyond pupils' course choice
- the number of places available in certain subjects (eg Hospitality, Computing, some Science subjects) is limited because of accommodation, staffing or Authority guidelines. If the number of applicants exceeds availability, places will be offered to pupils most likely to benefit, according to their S1-S3 performance.

As you continue your studies in S4 you will receive further advice about careers. This will happen during Social Education and Personalised Support periods and your Principal Teacher (Pupil Care & Support) will always be there to give you information and support you in making decisions.

MAKING DECISIONS ABOUT CAREERS

During Social Education and Personalised Support lessons third year classes will explore ideas about careers. Two key points will be emphasised:

1. **Before you start looking at possible careers – look at YOURSELF**
2. **Having thought about yourself and your interests, strengths and weaknesses match these to a CAREER AREA**

Let us look at these ideas in more depth.

The choice of your S4 subjects is a major decision. It is one of the many facing you from now on, both in school and once you leave. Since you are more mature, you are able to start making your own choices which will have increasingly significant consequences.

First, **look at yourself objectively.**

What sort of person are you? What are your strengths?

What are your weaknesses? What are your interests? Are you good at writing? Do you find Maths easy? Do you like the idea of working out of doors or would you prefer to work in a warm office? Do you want to work with people or machines?

Second, **try and match your skills and interest to a particular Career Area.**

Are you caring, ready to listen? - You could consider being a nursery nurse or a social worker or working in Human Resources. Do you enjoy working with machines, solving problems and paying careful attention to detail? – You might consider engineering or a career in business.

Remember that each career area covers a wide number of types of employment. If you were interested in the area of medicine for instance, you could consider work as a porter, a health assistant, a registered nurse, a physiotherapist or a doctor.

Within a career area there will be different levels of entry. If you look at the construction industry for instance you will find:

| | |
|-----------------------------|--|
| Construction Operative | Needs no basic qualifications but must be fit and willing to work out of doors |
| Craft Apprentice | It would help to have National 4 awards or above. An Apprentice would train towards vocational qualifications through a Modern Apprenticeship and/or college |
| Technician | Needs one or two Highers |
| Architect or Civil Engineer | Needs Highers first, in order to obtain a degree at University |

The school's Careers Library is a good place to visit to find out more about jobs. This has a wide range of information related to jobs and courses. This information is organised into groups of jobs and careers with similar background e.g. Health and Medical careers. There are also careers computer programmes which you might find useful called "My World of Work".

S3-S4 COURSE CHOICE CALENDAR

| | |
|---|--------------------------|
| S3 Course Choice Evening | 8 th February |
| Principal Teachers PC&S explore ideas relating to careers and Course Choice in Social Education. Visit by Careers Officer to Social Education classes | Week beginning 5.2.18 |
| Return of provisional Course Choice Option Sheet | Monday 12.2.18 |
| Interviews by Principal Teacher's PC&S | Week beginning 12.2.18 |

COMPLETING THE S4 COURSE OPTION SHEET

It is very important that you and your parents should read the specific course details in "Preparing for S4" Handbook (on the school web site) before completing the sheet. Note at what level(s) a particular course will be offered e.g. some courses may be offered at National 4 and National 5 where some may only be offered at either National 4 **or** National 5.

While all S4 pupils study English, Maths, Social Education, Physical Education and Religious Education, you have a free choice (one subject per column) in Columns A-D. Make sure, however, that you take account of the advice offered in the S3 reports and in the "Preparing for S4" Handbook. No subject may be chosen more than once. Enter the numbers of your **(four)** chosen subjects in the first row of boxes, at the foot of each column.

College option (Column D) – See list of courses under the heading 'Skills for Work – Senior Phase. These courses will take place at the Arbroath campus of D&A College on a Friday morning and transport will be provided; courses are offered at National 4 and National 5. Courses on offer at a Dundee campus will take place on a Monday/Wednesday afternoon.

The Option Sheet offers a large number of choice combinations. If there is another you would like, please note this in the space at the bottom of the sheet. **PLEASE REMEMBER THAT WHILST ALL REQUESTS WILL BE CONSIDERED, THERE IS NO GUARANTEE THAT IT WILL BE PRACTICABLE TO FULFIL A PREFERENCE WHICH IS SUPPORTED BY ONLY A FEW PUPILS.**

Please complete your Course Options sheet provisionally, and return it unsigned to your Form Tutor on or before 12.2.18. After discussion between your Principal Teacher (Pupil Care & Support) and yourself, the form will be returned to your parent, who should sign it and return to the school no later than 19.2.18.

While we make every effort to grant your chosen course, you may need to choose again if demand exceeds available spaces, or too few have opted for a course. Each column includes at least two options from a particular curriculum area e.g. Chemistry and Biology (Sciences), History and Geography (Social Subjects) – making second choices easier.

All courses offered are subject to staff availability and must be approved by the Head Teacher.

It is expected that the course choice process is complete once the Course Options Sheet is returned with a parental signature. It is highly unlikely that we will be able to accommodate requests for changes after this time, and no changes can be made after the new timetable begins.

Senior Phase (S4) Option Sheet

2018 – 2019

Name: _____ Class: _____ Proposed Career (if known): _____
 Subjects required for employment/university/college: _____

Compulsory Subjects

English – 4 periods

Maths – 4 periods

PE – 2 periods

RME – 1 period

SE – 1 period

Personal Support – 1 period

| Column A | Column B | Column C | Column D |
|---|---|--|--|
| Choose one subject from each of these columns | | | |
| 5 periods | 5 periods | 5 periods | 5 periods |
| 1. Art and Design 2. Biology 3. Business Management 4. Practical Cake Craft 5. Chemistry 6. Design and Manufacture 7. EECC 8. French 9. History 10. Hospitality 11. Media Studies 12. PE 13. Physics 14. Practical Metalwork 15. Travel and Tourism | 16. Business Management 17. Practical Cake Craft 18. Chemistry 19. Dance 20. Drama 21. Geography 22. History 23. Hospitality 24. Music 25. Music Technology 26. PE 27. Practical Woodwork 28. Spanish | 29. Art and Design 30. Biology 31. Chemistry 32. Computing 33. Design and Manufacture 34. Engineering Science 35. Fashion and Textiles 36. German 37. Health and Food Technology 38. Music 39. Physics 40. RMPS 41. Photography | 42. Administration 43. Classical Studies 44. Computing 45. Geography 46. Graphic Communication 47. History 48. Hospitality 49. Laboratory Science 50. Physics 51. College (skills for work) |

| | | | |
|------------------------------------|--|--|--|
| Put the number of your choice here | | | |
| For PT(PC&S) use only | | | |

Signature of PT(PC&S): _____ Signature of Parent: _____ Date: _____

Please do not sign until after the course choice interview

If there is a combination of subjects that you wish to take that is not possible please note them below:

| | | | |
|----------|----------|----------|----------|
| Column A | Column B | Column C | Column D |
| | | | |

THE SENIOR PHASE IN S5

STAYING ON FOR S5 – ADVICE TO PUPILS

Please read this section carefully and discuss what it says with your parents.

Your Education – what's the next step?

You are facing a big decision about your future.

You are nearly at the end of your compulsory time in education and you have choices to make, choices will have a major effect on the direction you take in life.

The alternatives are:

1. Leave school and look for work (voluntary/paid). *
2. Leave school and apply to go to college.
3. Apply for a further, voluntary year(s) at school.

***If your sixteenth birthday falls after 30 September 2018 you must remain in full time education until Christmas 2018 and so the first option is not open to you.**

How do you decide which is the right choice for you?

Review what you are good at and what you enjoy doing, both in school and out of it.

Discuss with your parents.

Consult your teachers.

Read the Careers Advice (Appendix 2) and use all the facilities offered there.

But most importantly, ask yourself honestly what you want and how hard you are prepared to work for it.

While many pupils in this school decide they want to stay on, this is not always the best route to get you where you want to be as a young adult.

You may not feel you want to be a school pupil any longer.

College is not a "second best". There are options such as a Foundation Apprenticeship where you will have the option to study at College and obtain a work placed qualification as well as attending school to study for further qualifications.

Colleges offer vocational and degree courses which train you for a particular job, like green keeping or child care, catering or beautician work. Colleges also offer courses which lead to university entrance, just as school courses can. In fact some College courses will guarantee entry into 2nd or 3rd year of a degree course.

So returning to school is optional. You can choose to apply for admission to S5, provided that your record of studying makes this a suitable option.

Option 1 Leave school and look for work

While this is an option, most employers today will enable you to have some further training after leaving school.

Read the Careers section which follows and if you have not already done so, request a Careers Interview immediately.

You should remember that the school will be asked to supply you with a reference giving an honest account of your likely performance in your National courses and your personal qualities. Some of the most important of these are responsibility, meeting deadlines, attendance, punctuality the ability to work co-operatively with other people.

Option 2 A combination of school and college or leaving and going to college

Some courses can be offered at school and college working in partnership, and are more vocational, training you for a particular job, e.g. in engineering, construction, catering, child care, travel & tourism or as a beautician.

Other courses will be offered to you at college the opportunity to continue with qualifications which lead to higher level qualifications, including degree courses. Most of the Higher and National 4/5 level courses are available at college as well as school and this route can also lead to university, sometimes at levels beyond first year.

You should remember that the school will be asked to supply you with a reference giving an honest account of your likely performance in your National courses and your personal qualities.

Read the Careers section which follows and use the facilities it offers you to find out about courses.

Option 3 Apply for a voluntary Fifth Year at school**What would a Fifth Year at Monifieth High School offer you?**

It is hoped most of you will study at National 5 level or Higher in S5. This will depend on your achievements in S4. In S6, you will have the chance to take Advanced Higher courses if you have achieved good grades at Higher.

Pupils will study up to 5 subjects in S5. You will be able to take up to 5 Highers, or a mixture of Highers and National 5, or a mixture of National 5 and National 4. There will also be options focussed more on vocational education such as Skills for Work courses and Work Experience. The S4-6 Senior Phase offers a much more where it will be possible to study both traditional school based subjects and vocational qualifications; some will be delivered in school and others at college. It will be possible to opt for a college based course in S4, S5 and S6, providing opportunities for progression in a range of vocational and specialist subjects. In addition there will be opportunities for S5/6 pupils to study HNC units at college, or even an entire HNC.

Increasingly as you move from S4 to S6 you will find increased opportunity to combine study at school and college together with work experience and other work based placements.

In most cases pupils would follow a full timetable made up of:

- Five Higher or National courses you have chosen, attending each for five or six periods a week,
- 2 periods of PE,
- 1 period of Personal Support/Social Education

Some pupils, however, may take up the option of NC/HNC units or courses which are delivered at college and may only be in school for part of the week.

Information on what is involved in studying particular subjects can be found on our school website and additional information can be found by following the link to the National Parent Forum web site

<http://www.npfs.org.uk/highers-in-a-nutshell/>

How do you know which level to choose?

OUR (GENERAL) ADVICE IS THAT YOU CONTINUE WITH YOUR BEST FIVE SUBJECTS FROM S4.

If your subject teacher predicts you will gain at least a Grade C at National 5, you would probably be able to embark on a Higher course in Fifth Year, although if you are projected to achieve a Nat 5 Grade C at best, it would be advisable to speak to your teacher to see if you would cope with the challenge of Higher.

If your prediction is a National 4 pass, National 5 would be your choice. If you pass that in S5, there would be the possibility of taking it at Higher in Sixth Year.

You may decide that rather than continue with a subject into S5 you will study a completely new subject at National 4 or 5.

NB The entry levels vary a little from department to department: look up the precise entry requirements which you are interested in.

Advanced Higher courses follow success at Higher and are for pupils in S6 only.

You may choose any combination of courses for which your achievements in S4 qualify you. The overall balance of the five subjects must be one you can cope with; equally, however, it is important to set demanding targets for yourself, rather than being overly cautious. Therefore it would make sense to take your five strongest subjects in S5 unless you know you must take a particular subject that is required for a specific career/university course. As at S3-4 Course Choice, you will have an interview with your Principal Teacher (Pupil Care and Support) to discuss your choices.

WHAT IS DIFFERENT ABOUT S5?

1. Independent Study

Whatever levels of courses you take will be a step up in difficulty. To get anything out of S5 courses, you will have to increase your work rate, especially your commitment to home study. An average of 2 ½ hours of home study every evening is expected in S5.

What are your present study habits?

Do you always complete set homework on time?
Can you discipline yourself to study when there is no set homework?

Do you enjoy any of the studying you do on your own?

Are you prepared to study for two/three hours most nights of the week, with at least on longer stint at the weekend?

This would be your baseline for success on most S5 timetables. If you know you can meet it, be realistic.



Choose a route for the next stage at which you can succeed.

2. Maturity of attitude and approach

As an S5 pupil, you will need a more mature approach to school. You are now a volunteer. You have chosen to remain a member of the school community which is Monifieth High School.

You will find that your relationships with staff alter a little and that higher standards of manners and co-operation are taken for granted. Since all the pupils have chosen to be there, the classroom atmosphere is very purposeful but can also be more informal. You will come to realise your teachers are people who are there to share their expertise with you, to help you push your learning onwards rather than to discipline you.

You have to be confident you can fit in with this new approach

You are also agreeing to arrive punctually and follow a complete school timetable every day; to conform to the school dress code; to observe the full Responsible Learners Agreement.

It may be worth pointing out that as a college student, you would be entitled to more freedom in respect of some of these rules. Choose the way which suits the sort of young adult you want to become. Reread Option 2 if you are in any doubt.

A few tips to help you sort out your plans

Think carefully and listen to all the advice you can get.
Read the Careers Section carefully (and use the facilities offered).

Find out about the subjects you are interested in. What is it like to study them in S5 ask your subject teachers. Ask people who are in S5 or S6.

Think about the courses/jobs you might want to do. What subjects and levels of qualification do they require?

NB Most University courses require a minimum of four Higher passes, usually at B or above, while many are now requiring five, although in most cases, these do not all have to be taken in one year. It is essential that you should research possible university courses well in advance; remember that the minimum entrance requirement specified on a website may be less than the number of Highers (or Advanced Higher) actually demanded.

If you are still vague about your plans, try to maintain as broad a range of subjects as possible, albeit with the recommendation that you continue with your best five subjects from S4.

3 So what are the good things about staying on at school?

If you ask senior pupils, they usually start by saying it is the knowledge of subject, support and skill of their teachers. They say they appreciate the help they get from deadlines and regular homework.

The Principal Teachers (Pupil Care & Support) you have known all through school are still there to help, whether with work, career or personal issues.

You are still with most of the friends you have made as you came up the school and this makes you feel secure and out of class life is enjoyable. In a school as large as this, you will go on making new friends. S5 and S6 pupils tend to mix much more than other year groups and many classes will include both year groups.

The wide range of extra-curricular activities and sports are still available to you. While this will certainly be a year where you feel under academic pressure, you will also find opportunities offered because you are a senior member of the school community.

Weigh up these things against the greater independence and freedom to plan and pace your own study which college would offer you.

So the question is not whether you want to continue with your education, but whether school is the place which will suit you best to do that.

When you have handed in your Course Choice form, what next?

You will have an interview with your PT PC&S. They will discuss your choices with you and work out the best plan for you.

It is very important to consult your parents.

The final decision from the school about who enters S5 depends very much on your suitability for the sort of courses outlined above. These may be the best option for you, but equally college, employment or a Foundation or Modern Apprenticeship may be the best way forward.

S5 NATIONAL QUALIFICATIONS

The senior school curriculum in Monifieth High School has been designed to provide the maximum flexibility and opportunity for learners to pursue subjects that they need to be successful beyond school.

(You can find out more about the qualifications offered in the senior phase at: www.sqa.org.uk/scaf).

You will have a number of options available to you in S5;

- Study in greater depth i.e. continue studying a subject at the next level e.g. National 5 from National 4 or Higher from National 5. (Note: Not all courses offer continuity from National 4/5 to Higher)
- Choose a new subject not studied in S4 i.e. greater breadth of study

Higher and National 5 courses normally comprise three units and an external examination. (a small number of Higher and National 5, and all National 4 courses are internally assessed). Work in each of the units will be assessed by the school in a series of internal assessments. Most subjects also have a folio/assignment portion of the course. In some subjects the units will be studied one after the other, while in others they will be studied together.

All pupils study five subjects in S5 and, for many pupils; these will mostly be Higher subjects. You should consider taking your five *strongest* subjects onto S5 to maximise your chances of success. However, just as important, is to consider potential career options and ensure that you are taking the subjects you need for after leaving school. Higher courses will be much more demanding than National 5. All courses, irrespective of levels, will need full commitment and regular independent study at home, but this is especially true of Higher courses. Pupils who have performed strongly at National 5 will be advised to set ambitious targets for Highers; in such cases working with determination towards the best possible qualifications will yield better results than an over-cautious approach which makes lesser demands.

All pupils in S5 choose one subject from each of the five columns on the Option Sheet and are timetabled for 2 periods of Physical Education and one period of Personal Support/Social Education. All pupils in S5 therefore have a full timetable of thirty three periods per week.

Pupils in S5 will have an opportunity to review their choices in August when examination results are known. At this time, changes may be appropriate.

N.B. Courses will operate only if they attract a certain minimum number of applicants. Alternatively it may be possible to study certain courses at a neighbouring school, or entirely online.

S5 COURSE CHOICE AND PROGRESSION

The S5 senior phase curriculum structure aims to ensure that all pupils are able to continue their learner journey from S4, leading to the highest levels of attainment at the end of S5. Considerable effort is expended by Principal Teachers (Pupil Care & Support), during the course choice process, to ensure as good a match as possible of pupil ability to level in each subject chosen. This said, however, we also wish to ensure commitment to a substantial programme of courses at Higher on the part of those who are evidently capable. It would be the expectation that pupils achieving well in all their National 5 examinations would study for 5 Highers in S5. Pupils and their parents/carers are therefore strongly urged to accept the advice of Principal Teachers (Pupil Care & Support), which will be directed towards success and steady progression. This will help to avoid over-ambitious aspiration and the consequent dispiriting experience of wasted time and failure on the one hand, and under-commitment on the other.

ASSESSMENT

All National Qualifications courses have a unit structure. These unit assessments will be studied at appropriate times by subject departments and each subject department will assess candidates at appropriate times in a method of their choosing. (National 5 unit assessments were removed in 2017 and Higher assessments are removed from 2018) As formal unit assessments have been removed there is now more rigour in the external components of the courses.

Pupil progress is tracked regularly and parents/carers will be made aware of any serious concerns regarding lack of progress. If there are doubts as to the suitability of the level of study, at some point in the year (usually after the prelim diet) one of the following options will be advised for Higher candidates:

1. To continue with the course but defer sitting the exam until the end of S6 (i.e. becomes a "2 year" Higher)
2. Complete the units in the course but withdraw from the final exam. (Candidates will get credit for any units that are passed and these will appear on the SQA Exam Certificate. In this case SQA unit assessments will be sat to allow formal assessment to award a unit pass). It would be assumed in this situation the course would not be repeated in S6.
3. In *exceptional* cases pupils will be advised to withdraw completely from the course and to use the time to study other subjects.

Pupils who achieved a Grade C at National 5 would be given the option to be entered for the National 5 examination in order to get the opportunity to improve the Nat 5 grade. Individual arrangements will be agreed with pupils who are following National 5 courses but are struggling to cope with the demands of the course.

The National Qualifications Certificate is cumulative, detailing all qualifications awarded by the SQA to the recipient up to the date of issue.

S5 COURSE CHOICE

Choosing your course for S5/S6 requires careful consideration. What you choose will depend on your abilities, reflected on previous performance and your plans for the future. More courses are available at different levels, so when moving into S5 you should really be thinking of what you would want, or would be able, to achieve over two years if you were to stay on for S6.

Detailed subject/course descriptors can be accessed on the school website.

What should I think about before making my choices?

- your interest and enjoyment in a subject
- your ability
- whether a subject is necessary or useful for entry into Further or Higher Education or for your future career
- your preparedness to make the effort that will be required?
- keeping a broad range of subjects particularly if you are unsure about your future career

Who can help me make my choices?

- your Principal Teacher (Pupil Care & Support)
- your subject teachers
- the Careers Adviser
- Ms Herbert , who has a responsibility for Further and Higher Education
- Mrs Ford, who has responsibility for partnership links with the Careers service (Skills Development Scotland) and local employers
- your parents
- the Schools Liaison Officers from colleges and universities.

What else can I do to help me make more informed choices?

- do some research yourself using the materials in the Careers Library
- check the entrance requirements for Further and Higher Education
- attend open days for colleges and universities
- send for your own prospectuses from colleges and universities
- make an appointment to visit any college or university department of particular interest to see its facilities and ask about courses
- attend the Higher Education Fair operated annually in November by the Careers Service.

What conditions are placed upon my choices?

- you must have achieved the entrance requirements for your chosen subjects and levels. The detailed subject outlines available will help you in making correct decisions.

S4-S5 COURSE CHOICE CALENDAR

| | |
|--|------------------------|
| Principal Teacher (Pupil Care & Support) discuss issues relating to making choices in Social Education periods | Week beginning 12.2.18 |
| Parents Information Evening, when parents can explore issues relating to course choice. | 8.2.18 |
| Return of <u>provisionally</u> completed course choice option sheets from S4 pupils. | 14.2.18 |
| S4 Pupils interviewed by Principal Teacher (Pupil Care & Support) staff individually to discuss and confirm courses. | Week beginning 19.2.18 |
| Final date for return of course choice sheets (signed by parents). | 26.2.18 |

Senior Phase (S5/6) Option Sheet
2018 – 2019

Name: _____ Class: _____

Proposed Career (if known): _____
Subjects needed for employment/university/college: _____

| | | | |
|-----------------------|--|--|--|
| Subjects This Session | | | |
| Level | | | |
| Prelim Grade | | | |

Compulsory Subjects: PE (2 periods), Personal Support (1 period)

| Column A | Column B | Column C | Column D | Column E |
|--|---|--|--|---|
| Choose one subject from each of these columns | | | | |
| 1. Art and Design 2. Business Management 3. English (H only) 4. History 5. Human Biology 6. Maths (H only) 7. Photography 8. Psychology (S6 only) 9. RMPS 10. Survival Cookery (S6 only) 11. Formula 1 (S6 only) | 14. Art and Design 15. Biology 16. Business Management 17. Practical Cake Craft 18. Chemistry 19. Design and Manufacture 20. EECC 21. French 22. History 23. Hospitality 24. Media Studies 25. PE 26. Physics 27. Graphic Communication 28. Human Biology 29. Practical Metalwork 30. Travel and Tourism 31. Adv H French 32. Adv H Maths | 33. Business Management 34. Practical Cake Craft 35. Chemistry 36. Dance 37. Drama 38. Engineering Science 39. Geography 40. History 41. Hospitality 42. Maths 43. Music 44. Music Technology 45. PE 46. Practical Woodwork 47. Spanish 48. Adv H Computing 49. Adv H English 50. Adv H Physics | 51. Administration (H only) 52. Art and Design 53. Biology 54. Chemistry 55. Computing 56. Design and Manufacture 57. English 58. Engineering Science 59. Fashion and Textiles 60. German 61. Health and Food Technology 62. Music 63. PE 64. Physics (NS only) 65. Leadership in sport (S6 only) 66. Photography 67. Adv H Art and Design 68. Adv H Geography 69. Adv H Music | 70. Administration (NS only) 71. Classical Studies 72. Computing 73. Geography 74. Graphic Communication 75. Health and Food Technology 76. History 77. Hospitality 78. Laboratory Science 79. Maths 80. Music 81. Physics 82. RMPS 83. Spanish 84. College (skills for work) 85. Adv H Biology 86. Adv H Mech Maths 87. Adv H Spanish |

| Column A | Column B | Column C | Column D | Column E |
|------------------------------------|----------|----------|----------|----------|
| Put the number of your choice here | | | | |
| Write in level of study | | | | |
| For PT (PC&S) use only | | | | |

Please tick the appropriate box if you are applying for one of the following: Future Skills College Apprenticeship YASS

Signature of PT(PC&S): _____ Signature of Parent: _____ Date: _____
Please do not sign until after the course choice interview

THE SENIOR PHASE IN S6

STAYING ON FOR S6

Do you want another year at school?

Coming back for a sixth year is a positive choice, not automatic progression. You need to weigh up your options carefully before deciding to stay on.

What will you be offered?

One more year of teaching and support within the school and/or local college/community, so that you can improve your qualifications and prepare yourself for moving on either to employment or into tertiary education.

How is the S6 timetable made up?

Please refer to the section on Curriculum for explanation of course. Selecting from the course choice sheet you can:

- Build on your SQA Courses or Unit Courses in S5, taking either new National 4 or 5 courses, or Higher Grades in those subjects;
- Take new subjects which will broaden your knowledge either as SQA National 4 or 5 courses or (with departmental agreement) as 'crash' Highers;
- Resit Higher subjects in which your S5 results were disappointing, aiming to pass or upgrade;
- Take your strongest Higher pass(es) on to Advanced higher, where more advanced and independent study will help you make the transition to Higher Education;
- Combine school subjects with College courses, e.g. Foundation Apprenticeship/HNC extended work placement where there may be the option to take work based qualifications.

Most pupils will study a mixture of Highers and Advanced Highers but it is also possible to take National 4 and National 5 courses.

All S6 pupils will be expected to work towards achieving an SQA award in Leadership or Volunteering.

Independent Study

You need to use this year to develop your independent study skills, especially if you are planning to go on to University or College. The motivation for study has now to come from your own interest in self-discipline rather than pressure from teachers and parents, although both will still be there to give you encouragement.

You will probably be studying fewer subjects in S6, but possibly to greater depth. Pressure for examination success is as acute and you should expect to spend more of your own time outside school in background reading and study.

Choosing carefully

Even if you are not sure at present whether you will stay on or not, you should complete a Course Choice Sheet. New courses begin at the end of May.

Your choices at this stage should be carefully made. Read the course descriptors carefully. Consult staff and also pupils who are taking the subjects now.

- Think about the balance of your course. Advanced Higher Courses involve extensive independent study; it would be very demanding to plan to take more than two subjects at this level.
- Think about subjects which will complement your present area of study or allow you to change direction of your ideas have developed during S5.
- Think about subjects which you dropped earlier or were unable to choose because your timetable in S4 or S5 was already full.
- Think about other awards such as Volunteering Skills, HN units at college etc. These will provide valuable opportunities for personal development and learning new skills. You will also be to make reference to them when applying for college or university
- Think flexibly and adventurously, but make sure you are committed to your final choices.

When you know your results, it may be that you will need to alter one or two of your choices because of unexpected failure or success. This process is usually completed by late August. After that, you will be committed to your course. It is a condition of remaining at school that you study all subjects which have been agreed.

If you only want to continue with fewer subjects, a full time course at college is probably the better option at this stage.

Responsibility and Leadership

Beyond your academic commitments, S6 will give you the opportunity to develop maturity and confidence. You will be invited to join committees organising school, social and charity events; to assist at school functions and represent the school at local events; to become involved with junior pupils in class and extra-curricular events; to captain and lead, for example in sport, music, drama and debating. More will be expected of you as an active, responsible individual and your views and constructive suggestions may be sought through the S6 Pupil Council, Social Education, the Parent Council and the Community Council. What you say will be respected and taken seriously.

You are choosing, in other words, to become an influential person in the community which is Monifieth High School. You need to think carefully about what it will mean. High standards will be expected of you, setting an example to younger pupils in such areas as the school dress code, your class attendance and your general behaviour, both inside and around the town.

Is it for you?

Are you happy to continue to conform to the rules, or do you feel you are ready for greater independence? It may be that you would be better suited leaving and entering employment or continuing your studies at college.

Taking responsibility for your decision

Here are some reasons often given by pupils for staying on, with some responses to be considered.

- *"I need more qualifications: I didn't get enough in S5"*

Are you facing up honestly to the demands of your course this year? Have you the motivation for advanced study? Learn from your S5 experience and make the changes required.

- *"I'll have to stay at school because I've not made any plans or put in any applications."*

You need to start planning your future now. Before you return to S6, the university application procedure will start. You will need to decide quickly what you hope to study or the area of employment you are aiming at.

If you expect good qualifications from S5, have you considered taking time out to work or travel, instead of going into S6 at school? Your UCAS application can be processed for you even though you have left.

- *"I feel safe with the school routine feel and amongst my friends: I don't feel ready to leave"*

Fine. This year can be used to prepare yourself but you need to give as well as take. Enjoy your friends' company, but make sure you are contributing to the school as a whole. Being fully involved in the work and activities of S6 will help you build maturity and confidence.

- *"I think it'll be an easy year."*

Why waste a year of your life? You commit yourself to a course of study and must be accountable for your use of time.

Finally...the basis of the School Learning Agreement

Sixth Year can be the most rewarding of your whole school career. In particular, your relationships with staff can be relaxed and friendly. You can enjoy working with them and sharing their interest in their subjects at a mature level of study and co-operation. The School Learning Agreement is a contract between you and the school where you agree to a number of conditions for returning to S6. The expectation and conditions placed on you are reasonable and designed to ensure as far as possible, that you have a worthwhile and productive experience in sixth year.

CURRICULUM

The senior school curriculum in Monifieth High School has been designed provide the maximum flexibility and opportunity for learners to pursue subjects that they need to be successful beyond school.

You will have a number of options available to you in S6:

- Study in greater depth i.e. continue studying a subject at the next level e.g. AH from Higher, Higher from National 5 or National 5 from National 4. (Note: Not all courses offer continuity from National 4/5 to Higher;
- Choose a new subject not studied in S6 i.e. greater breadth of study;
- Combine school based subjects with College provision.

Detailed Course Descriptors for all Senior Phase courses offered at Monifieth High School can also be accessed on the school website www.monifiethhighschool.com .

Further information on the content of the National qualifications can be accessed at:

<http://www.npfs.org.uk/nationals-in-a-nutshell/>

<http://www.npfs.org.uk/highers-in-a-nutshell/>

S6 COURSE CHOICE & PROGRESSION

The S6 senior phase curriculum structure aims to ensure that all pupils are able to continue their learner journey that started in S4, leading to the highest levels of attainment at the end of S6. Considerable effort is expended by Principal Teachers (Pupil Care & Support), during the course choice process, to ensure as good a match as possible of pupil ability to level in each subject chosen. Pupils and their parents/carers are therefore strongly urged to accept the advice of Principal Teachers (Pupil Care & Support), which will be directed towards success and steady progression. This will help to avoid over-ambitious aspiration and the consequent dispiriting experience of wasted time and failure on the one hand, and under-commitment on the other. We would expect S6 pupils to be timetabled for at least 24 out of the 33 period, a significant proportion being committed to a substantial programme of certificate courses. Clearly for Advanced Higher there is a significant commitment to self-study, therefore the number of timetable periods would be fewer than, if for example, a timetable made up of National 5 courses.

The S4-6 Senior Phase offers a 'blended' curriculum where it will be possible to study both traditional school based subjects and vocational qualifications; some will be delivered in school and others at college. It will be possible to opt for a college based course in S6, providing opportunities for progression in a range of vocational and specialist subjects. In addition there will be opportunities for you to study HNC units at college. Increasingly as you move from S4 to S6 you will find increased opportunity to combine study at school and college together with work experience and other work based placements. There will also be an expectation that (depending on subject commitments), S6 pupils complete an SQA 'Wider Achievement' award such as Volunteering Skills. This is because S6 should be seen as an opportunity not only to improve academic performance but also develop the skills and qualities you will need to be an independent and successful 21st century citizen.

N.B. Courses will operate only if they attract a certain minimum number of applicants. Alternatively it may be possible to study certain courses at college, a neighbouring school, or entirely online.

Discussions between prospective S6 pupils and their Principal Teacher (Pupil Care & Support) will include agreement on level of commitment. All pupils will be timetabled for 24 periods; illustration is provided in the table below.

| | Taught & Study Periods | School Service |
|--------------------|---|----------------|
| 3 Advanced Highers | 21 (e.g. 3 taught +4 study or 4 taught periods + 3 study) | 1 |
| 2 AH + 1 'crash' H | AH: 14 Crash H: 6 (6 taught) | 4 |
| 2 AH + 1 repeat H | AH: 14 H: 6(all taught) | 5 |
| 1 AH + 2 Repeat H | AH:7 H: 12 (all taught) | 7 |
| 4 Repeat H | H: 24 (all taught) | 4 |
| H +N5/N4 | 20 periods minimum (all taught) If all N5/N4 –full timetable | 4 |

All S6 pupils will be timetabled for one of the following SQA Awards at the appropriate level:

- Leadership
- Personal Development
- Volunteering Skills

ASSESSMENT

All National Qualifications courses have a unit structure. In addition to a course assessment taken as a traditional examination at the end of the course, it is necessary to pass an internal assessment of each unit of the course at Advanced Higher. However, from 2017 there has no longer been a need to pass mandatory units for National 5 and from 2018 for Higher. These unit assessments will be set at appropriate times by subject departments, using tests provided by the SQA. Where the units of a course are presented consecutively, unit assessments will normally be given on the completion of each unit. Because of the course structure of certain subjects, the units are studied together and a unit assessment will be set when all the elements of the unit have been covered. The requirements of these outcomes will be met in other ways, by, for example, the production of a folio or which will be assessed according to prescription issued by the SQA. The school will contact home if a unit assessment is failed. The timing of a second re-assessment will be arranged to ensure maximum opportunity of success. Unit assessments are an integral part of the SQA course assessment. Pupils will be given sufficient advance notice of the timing of these assessments and therefore should not be absent on the day of the assessment unless this is unavoidable.

Pupil progress is tracked regularly and parents/carers will be made aware of any serious concerns regarding lack of progress. SQA advises that only one reassessment should be offered and this direction is normally followed. Two failures will raise grave doubts as to the suitability of the level of study and at some point in the year (usually after the prelim diet) one of the following options will be advised:

1. Complete the units in the course but withdraw from the final exam. (Candidates will get credit for any units that are passed and these will appear on the SQA Exam Certificate). If it is a National 5 or Higher course SQA unit assessments will be sat to allow the unit assessment to be awarded.
2. In *exceptional* cases pupils will be advised to withdraw completely from the course and to use the time to study other subjects.

It should be emphasised that because this is the final year at school, there is an expectation that almost all pupils will be expected to continue with the timetable agreed in August, for the *entire* academic year. Pupils unable to comply with this expectation will normally be asked to leave.

Where a pupil normally has special arrangements for examinations, these will be available for unit assessments.

The National Qualifications Certificate is cumulative, detailing all qualifications awarded by the SQA to the recipient up to the date of issue.

COURSE CHOICE

Choosing your course for S6 requires careful consideration. What you choose will depend on your abilities, reflected on previous performance and your plans for the future. More courses are available at different levels.

1 What should I think about before making my choices?

- your interest and enjoyment in a subject
- your ability
- whether a subject is necessary or useful for entry into Further or Higher Education or for your future career
- are you prepared to make the effort that will be required?
- keeping a broad range of subjects particularly if you are unsure about your future career.

2 Who can help me make my choices?

- your Principal Teacher (Pupil Care & Support)
- your subject teachers
- the Careers Adviser
- Ms Herbert , who has a responsibility for Further and Higher Education
- Mrs Ford, who has responsibility for partnership links with the Careers service (Skills Development Scotland) and local employers
- your parents
- the Schools Liaison Officers from colleges and universities.

3 What else can I do to help me make more informed choices?

- do some research yourself using the materials in the Careers Library
- check the entrance requirements for Further and Higher Education
- attend open days for colleges and universities
- send for your own prospectuses from colleges and universities
- make an appointment to visit any college or university department of particular interest to see its facilities and ask about courses
- attend the Higher Education Fair operated annually in November by the Careers Service.

4 What conditions are placed upon my choices?

- you must have achieved the entrance requirements for your chosen subjects and levels. The detailed subject outlines available on the school website (www.monifiethighschool.com) and on the school network, Source S: (S/Senior Phase Course descriptors) will help you in making correct decisions.

S5-S6 COURSE CHOICE CALENDAR

| | |
|---|------------------------|
| Issue of Course Choice Package | Week beginning 19.2.18 |
| S5 pupils interviewed by Principal Teacher (Pupil Care & Support) staff individually to discuss and confirm courses | Week beginning 26.2.18 |
| Final date for return of S5 into S6 course choice sheets (signed by parents) | 5.3.18 |

COMPLETING THE SENIOR PHASE (S5/6) COURSE CHOICE SHEET

You will agree your S6 curriculum with your PC&S teacher. Depending on the level of subject you may not be expected to have all 33 periods timetabled, therefore one or more columns may be left blank. This will provide some flexibility when selecting subjects.

- Write the number of the subject selected in the first box under each column, as indicated on the course choice form. Remember you can only choose one subject from a column.
- Write in the level at which you wish to study i.e. N4, N5 or (H) Higher.
- Higher Psychology – Candidates **must have Higher English** to enrol on this course

While every effort will be made to grant a chosen course, it may become necessary to ask you to choose again if demand exceeds available places or if demand is so weak that a class would not be viable. All courses are subject to the availability of staff.

Senior Phase (S5/6) Option Sheet
2018 – 2019

Name: _____ Class: _____ Proposed Career (if known): _____
Subjects needed for employment/university/college: _____

| | | | |
|-----------------------|--|--|--|
| Subjects This Session | | | |
| Level | | | |
| Prelim Grade | | | |

Compulsory Subjects: PE (2 periods), Personal Support (1 period)

| Column A | Column B | Column C | Column D | Column E |
|--|---|--|--|---|
| Choose one subject from each of these columns | | | | |
| 1. Art and Design 2. Business Management 3. English (H only) 4. History 5. Human Biology 6. Maths (H only) 7. Photography 8. Psychology (S6 only) 9. RMPS 10. Survival Cookery (S6 only) 11. Formula 1 (S6 only) | 14. Art and Design 15. Biology 16. Business Management 17. Practical Cake Craft 18. Chemistry 19. Design and Manufacture 20. EECC 21. French 22. History 23. Hospitality 24. Media Studies 25. PE 26. Physics 27. Graphic Communication 28. Human Biology 29. Practical Metalwork 30. Travel and Tourism 31. Adv H French 32. Adv H Maths | 33. Business Management 34. Practical Cake Craft 35. Chemistry 36. Dance 37. Drama 38. Engineering Science 39. Geography 40. History 41. Hospitality 42. Maths 43. Music 44. Music Technology 45. PE 46. Practical Woodwork 47. Spanish 48. Adv H Computing 49. Adv H English 50. Adv H Physics | 51. Administration (H only) 52. Art and Design 53. Biology 54. Chemistry 55. Computing 56. Design and Manufacture 57. English 58. Engineering Science 59. Fashion and Textiles 60. German 61. Health and Food Technology 62. Music 63. PE 64. Physics (N5 only) 65. Leadership in sport (S6 only) 66. Photography 67. Adv H Art and Design 68. Adv H Geography 69. Adv H Music | 70. Administration (N5 only) 71. Classical Studies 72. Computing 73. Geography 74. Graphic Communication 75. Health and Food Technology 76. History 77. Hospitality 78. Laboratory Science 79. Maths 80. Music 81. Physics 82. RMPS 83. Spanish 84. College (skills for work) 85. Adv H Biology 86. Adv H Mech Maths 87. Adv H Spanish |

| Column A | Column B | Column C | Column D | Column E |
|------------------------------------|----------|----------|----------|----------|
| Put the number of your choice here | | | | |
| Write in level of study | | | | |
| For PT (PC&S) use only | | | | |

Please tick the appropriate box if you are applying for one of the following: Future Skills College Apprenticeship YASS

Signature of PT(PC&S): _____ Signature of Parent: _____ Date: _____
Please do not sign until after the course choice interview

APPENDIX 1: SCHOOL LEARNING AGREEMENT

School Learning Agreement



MONIFIETH HIGH SCHOOL

SCHOOL LEARNING AGREEMENT

| | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|
| Name of School | | | | | | | | | | |
| Name of Pupil | | | | | | | | | | |
| Date of Birth | | | | | | | | | | |
| Address | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Post Code | | | | | | | | | | |
| | | | | | | | | | | |

Scottish
Candidate No

EMA Ref No
(where appropriate)

You have made a major decision to return to school for another session.

It is very important that you now take steps to make the most of the coming year and to ensure that you take advantage of all the opportunities that will be available to you. You have taken the decision and now you must make the commitment. When you have made the commitment the school will do everything it can to help you reap the benefits of advanced study. It will be a partnership between you, your school and your local education authority.

Angus Council will implement arrangements for regularly reviewing this School Learning Agreement. If you change course, change school or go to college you should seek advice from the appropriate school staff.

CONDITIONS OF AGREEMENT

The schools' responsibilities to you are to provide you with:

- a wide range of courses to help you meet your future plans
- quality learning and teaching opportunities
- personal help
- help and guidance with course and career choice
- help with preparation for life after school
- access to the facilities you need, such as ICT facilities

Your responsibility is:

- to select a set of courses which will make your year worthwhile with your agreed timetabled activities adding up to a minimum of 21 hours for S6 pupils and with S5 pupils fulfilling a full timetable including registration
- to attend school every day unless you have a genuine reason for absence, bringing a note to explain any unplanned absence, asking for permission and notifying your teachers in advance if you are planning to be absent
- to attend punctually all timetabled classes and activities including private study
- to come prepared for your timetabled classes and activities, to work conscientiously, making good use of study time, and to meet all targets and deadlines set for homework, folio and other assignments
- to abide by the school's code of conduct, with to set a good example to others in school
- to use the educational facilities and resources responsibly

APPENDIX 2: CARRERS INFORMATION

CAREERS INFORMATION

How to make contact with Skills Development Scotland

Careers Officers visit the school on a weekly basis and are available for one-to-one interviews to discuss post school options.

Skills Development Scotland can offer advice about.....

Training

Many employers recruit young people through **Modern Apprenticeship** or other training programmes. They give you nationally recognised qualifications, work experience and extra help (via a mentor) if necessary. The training is normally aimed at anyone who is of school leaving age, from approximately 16 years to 18 plus years. You can also contact employers direct and ask about vacancies. If you are interested in this route, it is useful to speak to the Careers Adviser.

Employment

There are many different types of jobs open to school leavers. Most jobs offer you some sort of training. This could involve on-the-job training and/or further study in day or evening classes for off-the-job training. You can also contact employers directly by telephone or by letter, use personal contacts, e.g. family and friends, check national and local newspapers. For both employment and training most employers will require young people to complete an application form, possibly sit a selection test and be called for an interview. Help will be provided to improve your job hunting skills and help increase your chances of getting a job, e.g. variety of relevant job search books in the Careers Centre.

College or University

Many courses in local colleges (such as Dundee and Angus College) prepare students for a particular area of work, e.g. childcare, catering, hairdressing, construction and business management. It is important that you have some idea of the type of work you would like to do. Entry requirements to these courses vary depending on the subject and level. For National Certificate you may need from none to four National 5 qualifications for entry. National Certificate courses usually last for one year. Colleges and universities also offer advanced courses –Degrees, Higher National Certificates and professional diplomas. Entry requirements to these courses vary, but the minimum qualifications for HND and HNC courses are generally two Highers and three National 5s. For a degree course you normally need four Highers and possibly two National 5s (particular subjects are sometimes specified). You can check out the details in prospectuses, databases, websites and guides held/accessed through the Careers Library, e.g. www.ucas.com or www.careers-scotland.org.uk.