



## TEACHING & LEARNING

### **Transition**

Primary Liaison with the feeder schools is achieved through termly meetings of the ICT Cluster Group. This group comprises the ICT coordinators of Pen Y Dre and its infant, junior and primary 'feeder' schools and is chaired by Mrs. Alison Hocking. Mrs. Rhian Hill represents Pen Y Dre at meetings.

All Year 6 pupils of our 'feeder' schools visit the ICT department on 3 occasions during the year to be taught by Mrs. Rhian Hill. Terms 1 & 2 are spent learning about spreadsheets and setting up a model to organize the finances of a lottery win and produce charts and graphs.

During the summer term students will learn how to send emails to each other using their own RM EasyMail + (@penydre.merthyr.sch.uk) email accounts.

### **E-Learning**

In September 2002 an e-learning initiative funded by the Welsh Assembly Government involving year 6 pupils in our 'feeder' junior/primary schools and a pilot group of year 7 Pen Y Dre pupils was introduced.

This proved a hugely successful project with hundreds of pupils benefiting from access to laptop PCs to develop their ICT knowledge and skills.

All schools involved in the initiative worked jointly to produce PowerPoint presentations which have been performed to invited audiences at Pen Y Dre, Goetre Junior School and the Civic Centre.

### **Organisation of ICT at Pen Y Dre**

At KS3 all the classes are taught in sets, according to ability, and receive one 50minute lesson each week.

At KS4 classes are also set according to ability in order to accommodate the various GCSE and BTEC provisions with class sizes no bigger than 20 pupils.

At Key Stage 5, due to the academic nature of the course and timetabling restraints, we again limit the group size to 20 pupils - who must have achieved at least a 'C' grade at GCSE ICT.

### **KS3**

At Pen Y Dre, delivery of ICT at KS3 is primarily through the *ESIS* scheme although this has been adapted to suit the needs of our learners.

At KS3 pupils are taught in sets and receive one 50 minute lesson per week.

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#### **KS4**

In Wales, there is no statutory obligation to deliver ICT at KS4, but at Pen Y Dre we have made ICT a core subject with every student following a GCSE or BTEC course.

ICT is a core subject at Key Stage 4 and all students follow a GCSE or BTEC course of some kind.

Lower ability students or those with poor attendance records study the WJEC Short Course. All Voc Ed learners study the Edexcel BTEC Introduction to ICT at Work (Foundation - Level 1) in year 10 and Edexcel BTEC First for ICT Practitioners (Level 2) in year 11.

All other learners study the WJEC GCSE in Information Communication Technology.

All learners have the opportunity of gaining the ICT Key Skill at level 2 in the November of year 11.

Pupils are set according to their ability and four 50 minute lessons are allocated to GCSE & BTEC ICT each week.

#### **KS5**

The WJEC ICT Course is provided for students wishing to continue studying the subject at AS and A2 levels.

ICT 'workshop' sessions are provided for those students in years 12 & 13 who:

- wish to gain credits towards the Welsh Baccalaureate or a Key Skills qualification;
- require assistance in compiling portfolios for their GNVQ course.

We offer WJEC AS and A level ICT at Key Stage 4. This is a popular course with many students wishing to opt to study ICT in the 6<sup>th</sup> form with the class often being over-subscribed. Five 50 minute lessons per week are allocated to ICT.

#### **Differentiation**

Data provided by our 'feeder' primary schools is used to inform our target setting. End of Key Stage 3 Targets are set for learners when they arrive at Pen Y Dre but these can be amended during the first term if the data provided is not accurate. Teaching and learning materials are provided for learners which are appropriate for their targets and abilities.

Differentiated work is provided for learners in all year groups. Low attainers can access simplified versions of teaching and learning resources including exemplar materials whereas extension tasks and other appropriate exemplar materials are provided for High Attainers

#### **Homework Policy**

All members of the Department are aware of the whole school policy on homework.

*AT KS4 & 5 all learners should have at least one, meaningful piece of homework each*

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Policy for non completion of homework –

- (i) Classroom teacher has first responsibility for dealing with non-completion of homework.
- (ii) Classroom teacher detention at break or during the lunch break.
- (iii) HOD/HOF detention after school – parents informed by letter. HOL informed.

*It is the individual teacher's responsibility to ensure the homework is recorded in pupils' and teachers' organisers/planners*

Pupils must be given adequate time to record the homework in their planners.

Homework club is offered one night a week with the assistance of specialist staff. ICT club is on offer four nights a week.

Study/coursework evenings are offered at the appropriate times in year

The homework should be marked as soon as possible, at the latest by the following week. Feedback should always be given, either verbal or written, and strategies for improvement discussed where applicable.

#### **Marking Policy and Presentation of Work.**

All members of the Department should be aware of the whole school policy on marking and abide by it. Staff should endeavour to be positive and constructive in their criticism at all times.

It is school policy that –

- (j) All written work should be marked A.S.A.P.
- (ii) All written work should be read and commented upon.
- (iii) Non-written work (oral/group etc) should be commented upon.

Files/books/folders/my documents folder (ICT), should be maintained to the highest possible standard and pupils actively encouraged to take pride in the presentation of their work. All work should have an underlined heading with the day's date.

Work should be marked on a regular basis and feedback given to the class or individual pupil. It is possible to 'scan' mark some pieces of work but detailed marking and feedback on a selected piece of work should be given on an agreed regular basis.

Department policy is one piece of work of marked in detail once a fortnight with feedback in KS4 & KS5.

At KS3 the marking and feedback given will depend on progress made in Key Bytes and the relevant associated task. If the piece of work is totally unacceptable and way below expectations it should be attempted again and referral given to the HOD – Mr. W. Morgan.

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Persistent 'offenders' should be referred to the Head of Department and where necessary detention implemented.

### **Exemplar Materials**

Examples of marked and levelled work can be found on the 'Shared Area' so that learners can see what is expected of them.

Examples of levelled work are also displayed on the 'Transition' section of the school website so that learners and their parents can see what standard of work is expected for each level at KS3.

### **Plagiarism**

What is plagiarism? If you use other people's work and submit it as though it is your own you are committing plagiarism. Plagiarism can include copying and pasting text and some images and sounds from the Internet, copying text from books and copying from another student's work.

Work submitted for assessment must be your own work and written in your own words, except for quotations from published and non published sources, which should be clearly indicated and acknowledged as such.

If you are suspected of committing plagiarism, your work will be investigated and, if plagiarism is proved, the work submitted will be destroyed.

### **Examination Entry Policy**

It is Department policy to enter all pupils in KS4 & KS5 for external examinations. The Department aims to translate the Vision, Mission and Core values of the school into everyday safe working practices. Department colleagues are supportive of one another in delivering our aims and objectives and are fully respectful of one another's views. Everybody's contribution is valued and appreciated. There is a real team ethic evident within the Department and its implementation of school and Department SOPs.

Pupils are always encouraged to reach their maximum potential academically. The Department also prides itself on working to raise the self-esteem and aspirations of its pupils by providing a safe and supportive environment. A substantial effort is made to ensure the classrooms; facilities, displays and environment are conducive to good teaching and learning practices.

### **Discipline**

The department follows the school's 'Points to Success' positive discipline scheme (see Staff Handbook) but also has some addition procedures:

- Stage 1 — deduction of points from 'Points to Success.
- Stage 2 — classroom teacher detention, break/lunchtime.
- Stage 3 — classroom teacher detention after school. HoD to interview pupil.

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- Stage 4 – HoD detention after school, parents informed.

If the need arises for the pupil to be sent to 'Remove' they must first see the HoD, or other senior teacher within the department, who will appraise the seriousness of the problem and escort the pupil to remove.

#### **Staff Code of Conduct**

All Department staff are aware of the Code of Conduct and their responsibility to act as a role model and the accepted mode of dress and appearance.

#### **Pupil & Teacher Organisers/Planners**

Pupil and teacher planners are essential contributors to the ethos of the school and colleagues are fully aware of their use and implementation.

Homework and points to success should be recorded on a weekly basis and the planners form an integral part of the recording process.

#### **Future Plans (Whole school)**

- All assessment and recording to be done electronically via network
- All classrooms to have PCs connected to the main curriculum network
- All departments to have at least one projector.
- All departments to have at least one electronic white board
- Community access in evenings to access OCN, BTEC, GCSE and As/A2 level qualifications
- 'Teach Your Parents IT' club - pupils teach their parents what they themselves have learned in IT lessons at Pen Y Dre
- PCs available in different parts of the community for students (and others?) to complete homework, surf the Internet, access Pen Y Dre network etc.

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