



**WOOTTON UPPER SCHOOL**  
**& ARTS COLLEGE**

**STUDENT**  
**HANDBOOK**  
2016/17

PART 2  
SPECIFIC  
INFORMATION  
FOR YEAR 9  
(TO BE READ IN CONJUNCTION WITH PART 1)

*'The pursuit of excellence'*



# CONTENTS

- Page 1**      **CURRICULUM**
- Page 2**      **STUDENT EQUIPMENT REQUIREMENTS**  
Essential and desirable equipment for students to have
- Page 3**      **THE SCHOOL LOOKING OUTWARDS**  
Activities, Clubs & Societies; Visits; Year 9 Extra Curricular Activities
- Page 6**      **STUDENT SUPPORT**  
Progress Leader; Form Tutors; Parents' Evening
- Page 8**      **HOMEWORK**
- Page 9**      **YEAR 9 KEY DATES 2016/17**



# CURRICULUM

Students in Year 9 are grouped in three populations of roughly equal ability. They are taught in sets in Maths, English, Science, Humanities, Computing and Modern Foreign Languages, whilst in PE they are taught in mixed ability groups. In Design & Technology and Performing Arts students will be asked for their preference as to which of the subjects within these areas they wish to follow. Most students study two foreign languages; French and German or French and Spanish. A minority of students do not study French, but have an additional four English lessons. Students' allocation of German or Spanish is determined in the basis of their English set. Drama and Dance lessons are offered as two of the choices in the Performing Arts options to enhance students' skills in the Arts.

The Guidance curriculum encapsulates Citizenship (a Year 9 Citizenship Week is arranged during the summer term) and all aspects of student support. This includes units of work on smoking and alcohol as well as a unit on Sex Education. The timetable is occasionally suspended to enable some of the PSHE topics to be taught to students.

## ORGANISATION OF THE YEAR 9 CURRICULUM 2015/16

**In 2016/17 the time allocation for Year 9 is as follows:**

English	6 periods per fortnight
Mathematics	6 periods per fortnight
Science	6 periods per fortnight
French	4 periods per fortnight
German or Spanish	4 periods per fortnight
Physical Education	4 periods per fortnight
Technology	3 periods per fortnight
Performing Arts (2 from Art/Dance/Drama/Music)	6 periods per fortnight
Geography/History	6 periods per fortnight
Computing	3 periods per fortnight
Religious Education	2 periods per fortnight
<b>TOTAL</b>	<b>50 periods per fortnight</b>



# STUDENT EQUIPMENT REQUIREMENTS

## ART DEPARTMENT

Essential Equipment: Pencils - HB, 2B & 4B, eraser, pencil sharpener, 30 cm rule, set of coloured pencils  
**£1 to buy an A4 sketchbook from the department**

## DANCE DEPARTMENT

Essential Equipment: Boys - jogging bottoms and t-shirt/Girls - jogging bottoms or leggings and t-shirt.  
(No trainers are required as lessons are undertaken with bare feet)

## FILM/MEDIA STUDIES

Essential Equipment: 1 SD card (min 4GB)

Desirable Equipment: HD camcorder and tripod, Laptop/PC with editing software (anything besides MovieMaker, eg Sony Vegas, imovie, Final CutPro, Adobe Premiere, etc), cloud storage, eg Dropbox or Evernote, to eradicate issues of lost storage/corrupt USBs etc

## GEOGRAPHY DEPARTMENT

Essential Equipment: Pencils, pens, ruler, calculator

Desirable Equipment: Set of coloured pencils

## MATHS DEPARTMENT

Essential Equipment: Scientific calculator, ruler, protractor, pencil, set of compasses, glue stick

## TECHNOLOGY DEPARTMENT

Essential Equipment: A4 Folder (ideally a ring binder containing plastic wallets), 30cm/300mm rule, 2H or 4H pencil (*not* HB), coloured pencils, eraser, pencil sharpener.

**Please note that students need to wear shoes that cover the whole of the top of their foot during Technology lessons.**

Desirable Equipment: Memory stick (minimum 2 GB) for free Technology software



# THE SCHOOL LOOKING OUTWARDS

## ACTIVITIES, CLUBS & SOCIETIES

One of the most important aspects of school is developing talents and interests outside of lessons. Wootton offers an enormous range of extra-curricular activities at lunchtime and after school and we do recommend that students participate. A complete list of the activities available appears later in this booklet. Inter-school matches are held in most of the sports offered and the school is consistently successful in inter-school competitions. Students have to arrange their own transport home for activities which take place after school.

The school operates a positive behaviour policy. Students who adhere fully to the school's behaviour policy and classroom agreement are entitled to participate in school trips and visits. Similarly, it is the school's policy that students will not be permitted on trips and visits if they do not adhere to our behaviour policy. A list of residential trips appears below.

## DUKE OF EDINBURGH AWARD

The School runs the Duke of Edinburgh Award for all years. The Scheme offers young people the chance to develop skills for work and life in ways that suit them, whilst helping others succeed. Students will be challenged in many different ways and have a wealth of new experiences to share with others.

Duke of Edinburgh Award programmes consist of three levels which, when completed, lead to a Bronze, Silver or Gold Award. Awards are achieved by completing a personal programme of activities in four sections (five for the Gold Award) - Volunteering, Physical, Skills, Expedition and (for Gold) a Residential. Participants will find themselves helping people or the community, getting fitter, developing skills, going on an expedition and taking part in a residential activity (Gold only).

If your son or daughter has a strong sense of adventure, enjoys getting involved in projects and activities both in and out of school and has skills that they are passionate about and want to improve, then the Duke of Edinburgh Award Scheme could be for them.

## VISITS

Numerous visits are arranged for students both during and outside the school day. These range from short visits to local industries to theatre visits and field trips. If your son or daughter is involved in any visit out of school, you will be informed in writing of the arrangements and asked to sign a reply slip indicating your agreement. If you are at all concerned by any of the arrangements, please do not hesitate to contact the school. We do hope that you will encourage your child to participate in these visits.

Charges will be levied on trips taking place outside school hours although parents who are in receipt of family income support or family credit may be entitled to remission from them. Individual cases of hardship or difficulty will always be sympathetically considered.

It is planned that the following trips may take place:

Open to:	When:	Venue	Activity	Trip length:	Estimated cost:
All years	December 2016	Twickenham	Varsity rugby match	1 day	£15
Years 9 & 10	Summer Term 2017	Local Area	Duke of Edinburgh Award trips	Week-ends	£25 each trip
Years 9 & 10	May 2017	Ypres	History trip	4 days	£400
Year 9	11 <sup>th</sup> – 17 <sup>th</sup> June 2017	Blue Peris Mountain Centre, North Wales	Outdoor activity centre	7 days	£425
Year 9	May Half Term 2017	Disneyland Paris	Amusement park	3/4 days	£350
All Years	July 2017	Bamberg, Germany	Music Exchange	7 days	£250

## YEAR 9 EXTRA-CURRICULAR ACTIVITIES

### SUBJECT RELATED CLUBS/ACTIVITIES

Subject	Description	Staff
Art	Open Studio	Mrs S Wetherell/Mrs C Willmott
Dance	Sparks Dance Company – after school	Mrs M Gaishouser
Drama	Year 9 Drama Club – Wednesdays 3:00 – 4:00 pm	Miss J Newman
German & Spanish	Language Clubs	Foreign Language Assistants (after October half term)
ICT/Computing	Drop-in at lunchtimes – an opportunity to improve skills and complete work	Mr G Freemantle/Mr K Meij
Library	Bookmark Reading Club – Thursday 1:30 pm, week 1	Mr S Granby/Mrs L Blunt
UKMT Maths Competition	Maths puzzles - national competition	Mrs A Payne
Beds Schools UKMT Maths Team Challenge	Maths puzzles - local competition	Ms C Junor/Dr D Jefferies
Science Club	After school on Tuesdays (3:00 – 4:00 pm) in L4	Mr D Hammond
Technology	DT Club	Miss C Barber/Mr A Fink
Textiles	Textiles Club – Tuesdays from 3:00 - 4:30 pm, week 2	Miss J Rainford

### SPORTS CLUBS/ACTIVITIES

Athletics (Mixed)	Summer term – Tuesday Practice Wednesday Fixtures	Mr G Graham/Mrs N Genders
Basketball (Boys)	Autumn term/Spring term Wednesday Fixtures	Mr M Josiah/Mr G Graham
Cricket (Boys & Girls)	Summer term – Tues/Thurs Practice, Thursdays Fixtures	Mr M Josiah
Cross Country (Mixed)	Autumn & Spring terms – Wednesday Fixtures	Mrs N Genders/Miss S Rawle
Football (Boys & Girls)	Autumn & Spring terms – Thursday Practice, Tuesday, Wednesday & Thursday Fixtures	Mrs N Genders/Mr M Josiah/Mr G Graham
Netball (Girls)	Autumn term – Thursday Practice, Tuesday Fixtures	Miss S Rawle
Rugby (Boys & Girls)	Autumn & Spring terms – Tuesday, Wednesday & Thursday Fixtures & Practice	Mr G Graham/Miss S Rawle
Rounders (Girls)	Summer term – Thursday Practice, Tuesday Fixtures	Miss S Rawle
Tennis (Mixed)	Summer term – Thursday Practice	Mrs N Genders

## MUSIC GROUPS

Group	Description	Staff
Jazz Band	Trumpet, trombone, saxophone, piano, guitar, kit players - above Grade 5	Mr D Ewbank
Bass Brass Ensemble	Bass brass players – mixed ability	Mr D Ewbank
Brass Group	All brass players – mixed ability	Mr P Halliday
Concert Band	All wind, brass and percussion players - Grade 4 & above	Mr D Ewbank
Flute Cocktail	Flute players of mixed ability	Mrs B Taylor
Full Choir	Mixed Choir SATB	Miss H Cope
Male Force	Boys' choir	Miss H Cope
Orchestra		Mr D Ewbank
Percussion Group	Tuned and untuned percussion group	Ms A Templer
Saxophone & Clarinet Group	Saxophone/clarinet players	Mr E Jones
String Orchestras & String Quartets	All string players	Mrs C Dunham
Vocalise	Senior Girls' Choir	Miss H Cope

## MUSIC LESSONS

Instrument/Lesson	Staff
Bassoon	Mrs W Choy-Winters
Cello & Double Bass	Mr D Knight
Drum Kit	Mr A Preston
Drum Kit & Tuned Percussion	Ms A Templer
French Horn	Mr J Palmer
Grade 5 Theory	Mr D Ewbank
Guitar	Mr J Earley
Piano	Mrs L Savvides/Mrs C MacDonald
Trumpet	Mr P Halliday
Violin & Viola	Mrs C Dunham
Voice	Miss H Cope

## OTHER GROUPS/ACTIVITIES

Group/Activity	Description	Staff
DofE Award Training/ Expeditions	Expedition training sessions – May & June Bronze practice expedition - late June Bronze assessed expedition – September	TBA
Homework Club	Lunchtime Homework Clubs – every day from 1:15 – 2:00 pm	Mr D Washington
Homework Support	After School (Tuesdays & Thursdays)	Mr D Washington
Public Speaking	Wednesday lunchtimes in E5	Mr A Case



# STUDENT SUPPORT

## THE PROGRESS LEADER

Mrs McLennan, as Year 9 Progress Leader, has overall responsibility for the year group. The team of Form Tutors work with Mrs McLennan in guiding the students, offering advice when appropriate and monitoring their work in all subjects.

## THE FORM TUTORS

The Year 9 Form Tutors see the students every morning for guidance at 10:35 am. On Tuesday and Wednesday mornings, the Form Tutor spends an extra 10 minutes with the students. This time is used to follow our Guidance Programme, which supports their academic studies. **The Form Tutor is the person you are most likely to contact if there is anything you wish to bring to the school's attention of a general nature regarding your child's education.** Form Tutors often stay with the same group of students from Years 9 to 11. Absence notes should be addressed to the Form Tutor.

Form	Form Tutor(s)/E-Mail Address(es)	Subject Specialism
9DOM	Mr D O'Mara (domara@wootton.beds.sch.uk)	Maths
9JRO	Miss J Robinson (jrobinson@wootton.beds.sch.uk)	Drama
9KRO	Miss K Robertson (krobertson@wootton.beds.sch.uk)	English
9LCR	Mrs L Cross (lcross@wootton.beds.sch.uk)	History
	Mrs E Adams (eadams@wootton.beds.sch.uk)	RS
9MJO	Mr M Josiah (mjosiah@wootton.beds.sch.uk)	PE
	Ms G Baudet (gbaudet@wootton.beds.sch.uk)	French
9JHU	Mrs J Hutcheon (jhutcheon@wootton.beds.sch.uk)	Science
	Ms A McKenna (amckenna@wootton.beds.sch.uk)	Science
9SRA	Miss S Rawle (srawle@wootton.beds.sch.uk)	PE
	Dr M Slater (mslater@wootton.beds.sch.uk)	Science
9SPO	Mrs S Powlette (spowlette@wootton.beds.sch.uk)	Science
	Mrs H Atkins (hatkins@wootton.beds.sch.uk)	Geography



## THE FORM TUTORS (Contd)

9SNI	Mr S Nicholson (snicholson@wootton.beds.sch.uk)	Geography
	Ms C Barber (cbarber@wootton.beds.sch.uk)	DT
9KEN	Ms K Ensar (kensar@wootton.beds.sch.uk)	Science

### **PARENTS' EVENINGS PROCEDURE**

The Parents' Evenings for Year 9 students will be held on 28<sup>th</sup> February and 2<sup>nd</sup> March 2017, from 4:00 – 7:00 pm. At Wootton, students are expected to attend the consultations with their parents/carers.

Parents/carers will receive a letter a few weeks prior to the evenings to inform them how to book teacher appointments using the school's on-line Parents' Evening System.



# HOMEWORK

A 'one size fits all' timetable does not suit the needs of individual subjects or best meet the needs of our learners. Therefore each subject will be asked annually to provide a series of expectations which their department will adhere to in the setting and assessment of homework. This will be published on the school website annually at the beginning of the academic year.

Wootton Upper School believes that homework serves the following functions:

- It is a valuable form of communication between parent, students and school.
- It enables staff to diagnose individuals' areas of weakness.
- It offers students the opportunity for independent research.
- It enables students to consolidate what has been learnt during the day.
- It develops students' ability to organise and manage their time effectively.
- It encourages students to develop a sense of responsibility and self-discipline.
- It is essential to enable GCSE controlled assessment demands to be met.
- It enables high academic standards to be met.
- It helps prepare our students to meet the demands which will be made by further and higher education.

It is expected that homework is set which is appropriate to the needs of individual learners and is meaningful in content and purpose. It should prepare students for their learning in the classroom, embed the learning from lessons or provide an opportunity to develop independent inquiring minds. To prepare students for study at higher level, we must encourage independence and resilience towards learning outside of the structured classroom environment. Many tasks will be set on, or supported by, resources on the VLE.

Students in Year 9 should expect each homework task to be approximately 30 minutes in length.

All students in the main school are expected to record work set in the Personal Organiser provided by the school and it must be available at all times for staff or parents to see. We welcome parents' interest in this organiser and ask them to sign it once a week to confirm that work is being done. This organiser will also be checked and signed by tutors regularly.



## YEAR 9 KEY DATES 2016/17

### Key Dates in Term 1

Monday 5 <sup>th</sup> September 2016	School Year begins
Monday 3 <sup>rd</sup> October 2016	Year 9 Assessment Point 1
Friday 21 <sup>st</sup> October 2016	Year 9 Grade Sheet issued
Friday 16 <sup>th</sup> December 2016	End of Term 1 – 3:00 pm

### Key Dates in Term 2

Monday 9 <sup>th</sup> January 2017	Year 9 Assessment Point 2
Friday 3 <sup>rd</sup> February 2017	Year 9 Grade Sheets issued
Tuesday 28 <sup>th</sup> February 2017 Thursday 2 <sup>nd</sup> March 2017	Year 9 Parents Evenings (4:00 – 7:00 pm)
Friday 31 <sup>st</sup> March 2017	End of Term 2 – 3:00 pm

### Key Dates in Term 3

Tuesday 2 <sup>nd</sup> – Friday 5 <sup>th</sup> May 2017	Year 9 Mock Examinations
Tuesday 2 <sup>nd</sup> May 2017	Year 9 Assessment Point 3
Friday 16 <sup>th</sup> June 2017	Year 9 Grade Sheet issued
Friday 21 <sup>st</sup> July 2017	End of School Year – 3:00 pm