



ALDRO

Curriculum Policy Policy 2a

Author:	Assistant Head (Curriculum) (JAS)
Last update:	September 2022
Governor Lead:	Education and Pastoral Care Committee
Governor Review:	November 2022

(1) Introduction

Aldro aims to provide a rich and varied curriculum which is stimulating, challenging and sufficiently flexible to suit the ability of everyone, so we bring out the best in every pupil.

Aldro has a strong academic tradition and we are proud of our broad curriculum. We strive to prepare pupils for the opportunities, challenges and responsibilities of senior school and adult life whilst, also giving them the time to appreciate a wide range of artistic, creative and sporting experiences, and cover the important elements of personal and social education. The academic curriculum is based on the Independent Schools' Examination Board (ISEB), but with the Aldro Bacc in place (introduced in September 2018), we aim for greater depth and a move towards developing skills and learning habits.

The co-curricular programme was revised in September 2020 and **now includes** *'The Enrichment Programme'* and it reflects the Aldro ethos *'Freedom to Flourish'* and the Aldro Baccalaureate. Pupils are given the opportunities to foster and develop their communication, creativity, teamwork, responsibility, independence and perseverance skills - all positive dispositions in a prep school pupil and which adds breadth to our academic curriculum.

(2) Entrance to Aldro

Many pupils join Aldro at the age of seven (Form 3), however, opportunities to join at an older age may exist, if there is availability. The offer of a place follows a visit to the school for an assessment day and references to reports from the pupils' current schools are also taken into consideration. For further information, please refer to the school's Admissions Policy.

(3) Co-Education at Aldro

As of September 2021, Aldro is a co-educational school. All curriculum documents are reviewed by the Assistant Head (Curriculum) and by the individual HoDs (Heads of Departments), including the Head of the Junior Dept. (SCS), to ensure that girls as well as boys are fully provided for and prepared for their journey, and so that the curriculum is interesting and relevant to all.

(4) Monitoring & Assessing Progress at Aldro

Pupils' progress is monitored using Industry Grades, which are awarded half-termly by each subject teacher (for attainment and for effort). In addition to this, pupils progress is also tracked using standardised testing from GL Assessment (CAT 4, PTEs and PTMS), where the PPA (Pupil Progress Analysis, Mrs Eves) tracks pupils according to changes over time and in relation to their cohort. The PPA produces a report once each set of assessments are taken and feedback is given back to the ACT (Academic Care Team) and then to Form Tutors.

Since September 2020, Aldro has subscribed to the **GL Assessment 'Complete Digital Solution' (CDS)** - a product to record each pupil's potential and achievement across the School. This information will be used to baseline pupils to enable the staff monitor:

- Cognitive ability (CAT 4 testing)
- Progress in English and maths (PTEs and PTMs)
- Reading (New Group Reading Test)
- Spelling (New Group Spelling Test)

a. English

The Progress Test in English (PTE) monitors and tracks progress year-on-year and provides accurate information about each pupil's strengths and weaknesses. It benchmarks the pupils' attainment against peers nationally and identifies gaps. This is particularly important, since the two national lockdowns during the Summer Term of 2020 and the Lent Term of 2021. The PTE focuses on grammar, punctuation and spelling, and on reading comprehension using age-appropriate fiction and information texts. The test is 80 minutes (Pt 1: English Skills - 30 mins) and Pt 2: Comprehension 50 mins). The Reading and Spelling tests are 30 mins and 25 minutes respectively, and the tests take place in Weeks 3 to 5 of the Christmas Term, and again in Weeks 3 -5 of the Summer Term - both during timetabled English lessons, under the supervision of English teachers.

b. Maths

The Progress Test in Maths (PTMs) tracks the pupils' progress year-on-year and provides accurate information about each pupil's strengths and weaknesses. Like the PTEs, the PTMs benchmark each pupil's attainment against peers nationally and identifies gaps, which is especially important following the two lock-downs. The PTM focuses on mathematical content knowledge (Curriculum Content category) and understanding and applying mathematical processes through reasoning and problem solving (Process Category). For Form 3, the test is 35 minutes, but for Forms 4 to 8 it is 75 minutes (Pt 1: is timed mental maths (15 mins) and Pt 2 is 40 to 60 minutes).

As for the PTEs, pupils sit the PTM tests online, during their maths lessons and under the supervision of their mathematics teachers. The tests take place in Weeks 3 to 5 of the Christmas Term and again in Weeks 3 -5 of the Summer Term.

c. CAT 4 Tests

As part of the CDS (Complete Digital Solution) from GL Assessment, all pupils at Aldro also take the online **CAT 4 test** annually. This is a cognitive abilities test, which assesses pupils':

- Verbal
- Non-Verbal
- Quantitative
- Spatial

The test provides an objective perspective on potential student achievement, as well as indicators for national tests and exams. The pupils in each year group ranked according to their Mean SAS score, and their position is used as a baseline when tracking the pupils' Industry Grades. This information is stored on the centralised tracking document – on Teams.

The CAT 4 tests take place towards the beginning of the academic year, typically during Weeks 3 and 4 of the Christmas Term.

(5) The Aldro Bacc

In September 2018, the School embarked on the Aldro Bacc, which spans the curriculum for all pupils in Forms 3 to 8. The Aldro Bacc has allowed each Head of Department to devise a curriculum that best fits our pupils, meets their needs, challenges them and prepares them with the necessary learning dispositions for their senior school and beyond. The curriculum is based on the ISEB Common Entrance syllabus and National Curriculum, and there has been a shift away from learning by rote, towards developing learning skills - the Aldro Bacc Core Skills.

- **Communication**
- **Creativity**
- **Teamwork**
- **Responsibility**
- **Independence**
- **Perseverance**

The Aldro Bacc offers English, mathematics, science, French, Latin, history, geography, Theology, Philosophy and Religion (TPR, formerly known as religious studies), art, design and technology, music, drama, computing, reasoning, outdoor education, PSHE and physical education. These listed subjects cover all areas of the learning experience, whether they be linguistic, mathematical, scientific, technological, human and social, physical, aesthetic or creative.

(a) Assessing with the Aldro Bacc

a. Forms 5 to 7

Pupils in Forms 5 to 7 have end-of-year assessments in the first week after the May half-term, with a revision week immediately before half-term. This provides opportunities for pupils to prepare themselves and be given guidance, both in terms of content (factual information) and with exam techniques. A revision guide is provided for each year group - paper copies are provided as well as copies put on the Parent Portal.

b. Form 8

Pupils in Form 8 sit a full set of CE / scholarship mock exams in the eight examined subjects after the October half-term. The papers are set, marked and graded internally, and the pupils' outcomes form the basis for the Form 8 Parents' Evening that comes shortly afterwards.

i. Core Subjects

Form 8 pupils sit a second set of mocks in the five core subjects (English, maths, science, French & Latin) in the Lent Term - in the second week after the February half-term.

ii. Non-Core Subjects

For the three humanities subjects (history, geography and TPR), pupils sit their Final Assessment in the Lent Term (on the first Friday after the February half-term). The Final Assessments in the three humanities subjects are set, marked and graded internally, and the pupil' grades are sent to their senior schools in June. To support the pupils, specimen papers of the three humanities subjects are available on the Parent Portal, and on Microsoft Teams.

Once the pupils have sat the Final Assessments in the three humanities, the Form 8 CE candidates **undertake an investigation project**, called the AIP (Aldro Independent Project).

(b) The Aldro Independent Project (AIP)

The Aldro Independent Project (AIP) is a co-curricular course that is loosely based on the EPQ (Extended Project Qualification) and on ISEB's IPQ (Independent Project qualification). The course takes place during the three humanities lessons and preps only, once the Final Assessments have taken place.

The Aldro Bacc allows each pupil to embark on a largely self-directed and self-motivated project that will encourage their **independence**, creativity and curiosity, with support and guidance given by a project mentor.

The finished project will take place in the form of:

- **Written report** - the 'Project Record' which guides the pupils to '
 - o Research and Review' (500 words)
 - o 'Discuss and Develop' (500 words)
 - o 'Reflect' (100 words)
 - o Produce a bibliography
- A **presentation** (with PPT) in front of staff or a video presentation

Each pupil has a 'Supervisor' who will help the pupil to:

- **Manage** identify, design, plan & complete the project
- **Use resources / research** obtain & select information from a range of sources, so they can be used appropriately.
- **Develop & realise** use a range of skills & technologies

- **Review** evaluate the outcome

The pupils are free to research a topic of their choice, and once it has been ratified by Mrs Eves (EKE - the AIP Coordinator), they are then encouraged to put their title into the form of a question.

Pupils are not expected to invest time outside of the humanities lessons and preps towards their extra-curricular project, and this so the AIP does not impinge on the pupils' preparation for their CE exams in the five core subjects (English, maths, science, French & Latin). The deadline for the AIP projects is late June and the pupils' AIP grades (together with the titles chosen) are sent on to their senior schools.

(6) The Year Ahead Meetings

The Year Ahead Meetings take place at the start of the academic year with the aim to inform parents of their child's journey for the forthcoming academic year.

The Headmaster, Assistant Head (Curriculum), Assistant Head (Pastoral), Director of Teaching and Learning and the Director of Pupil Development and the relevant Form Tutors give short presentations, which include important dates for tests and exams. Information about School policies relating to pastoral and academic issues, such as the timetable, the Presentation Policy and Classroom Expectations, are also discussed and presented. Parents are also free to raise questions.

(7) The Assistant Head (Curriculum)

The role of the Assistant Head (Curriculum) is to continually improve the delivery of academics at Aldro and to help both the Heads of Departments and the subject teachers ensure that each pupil has the opportunity to make excellent progress and achieve excellent outcomes in every subject. Other aims are to ensure consistency across the departments, to implement and coordinate new teaching ideas, so the school keeps abreast with the latest and most appropriate learning strategies.

The Assistant Head (Curriculum) is supported by the Director of Teaching and Learning. This is a new position and it reflects the school's commitment to providing an outstanding education for all the pupils. The role is to build and promote Aldro's reputation as a centre of excellence for teaching and learning, and to help shape and implement Aldro's educational vision.

The Assistant Head (Curriculum) runs regular academic meetings:

(a) Heads of Department Meetings (HoDs)

These take place three times each term: as part of the INSET at the beginning of each term, and at regular intervals throughout the term. These meetings are chaired by the Assistant Head (Curriculum), an agenda is emailed to the HoDs prior to the meeting and the minutes are written up afterwards and stored on ONE Note. The meeting is an opportunity for the HoDs to discuss academic matters / strategies throughout the school and for HoDs to raise issues of concern.

(b) Meetings for Setting Purposes

Meetings take place twice a term to discuss the setting of pupils and any subsequent changes to the sets. These meetings typically take place on a Wednesday afternoon, just before the October and February half-terms, and at the end of the Christmas and Lent terms. All HoDs of a set subject are invited to attend so that the most accurate picture of each pupil concerned can be made and the correct decision made. Following the meeting, minutes are circulated to the Heads of the set subjects (English, maths, French and Latin), and to all Form Tutors.

Procedures for set changes, following agreement by all parties, in a Set Change Meeting:

- Pupil is informed verbally (by the subject teacher)

- A phone call is made by the subject teacher to the parents to explain why a change in sets is taking place.
- The IT technician is informed and the set change is made on Schoolbase, once the industry Grades / reports are released.

For the 2022 - 2023 academic year, **for timetabling purposes (there are three sets in a year group, and two science and two Latin teachers)**, the subjects set together are the humanities (history, geography and TPR - in both Forms 7 and 8), and for science, Latin and PSHE (Fm 7 only).

(8) The Academic Curriculum Team

The Academic Curriculum Team (ACT) meets weekly and the team consists of;

1. Assistant Head (Curriculum) (JAS)
2. Director of Teaching and Learning (LMcS)
3. Head of the Junior Department (SCS)
4. Head of Learning Support (VW)
5. Heads of English (LMcS) and maths (TMcC)
6. Head of Examinations (MDT)
7. Pupil Progress Analyst (EKE)
8. Head of Girls (KIC)

The team meets weekly to:

1. **Track Pupils' progress**
 - i. Discuss which pupils are **MAGT** (More Able Gifted & Talented).
 - ii. Monitor & discuss pupils' **CAT 4 scores**.
 - iii. Monitor & discuss Pupils' **PTE** and **PTM scores**.
 - iv. Monitor & discuss pupils' **Industry Grades** & track their performances over time, & how their positions relates to their CAT 4 scores, and whether they have changed since the last set of IGs.
 - v. Discuss pupils who are deemed **CfC** (Cause for Concern) and to coordinate Intervention Strategies across the curriculum.
2. **Discuss Learning Support pupils** - EAL, one-to-one lessons, Extra Time pupils, Word Processor allowances
3. **Discuss Strategic Changes to the Curriculum and Educational Philosophy**
 - i. Focus on learning disposition for the term & to organise INSET, Learning Walks and peer-to-peer observations (both formal and informal)
 - ii. Changes to the reporting schedule (Industry Grades, reports, parents' evenings)
 - iii. The school curriculum - length of lessons, length of the working day, timing of games, 'Saturday School', timetabling.
4. **Discuss operational Functions**
 - i. Lesson Observations
 - ii. Learning Walks
 - iii. Book scrutinies
 - iv. Departmental Handbooks & Schemes of Work
 - v. Presentation Policy & Classroom Expectations
 - vi. Revision Resources
5. **Aldro Bacc and EQI pupil outcomes**
 - i. A review of the six core skills and learning dispositions
 - ii. Assess the core skills and learning dispositions

The minutes for each ACT meeting are stored on OneNote are accessible for all members of the ACT.

(9) Heads of Department

The Heads of Department (HoDs) are responsible for planning and monitoring the delivery of their subject. Each HoD is responsible for:

- Designing a scheme of work that is appropriately challenging and stimulating for pupils of varying ability, taking into account pupils who are EA, MAGTL and who benefit from tuition from the Learning Support department (SEND and EHC).
- Designing a curriculum for each subject to give pupils the opportunities to develop their literacy, numeracy, listening, speaking and Aldro core skills, and so they are fully prepared for ISEB Common Entrance, scholarships and for Form 9 at their senior school.
- Planning and coordinating resources for each subject.
- Keeping the handbook and schemes of work (SoW) up-to-date.
- Publishing Programmes of Study at the start of the academic year and Curriculum Maps for the start of each term.

(10) Form 8: Forms and Set

Aldro **enjoys** a strong academic reputation and pupils achieve scholarships to many of the top senior schools, including Charterhouse, Eton, Radley, Tonbridge, Wellington and Winchester. The academic content of most senior school's scholarship is more demanding than the CE syllabi, and often reach the standards of GCSE, and even A Level.

Potential scholars are identified in Form 6 and from September 2022, there is setting all eight examined subjects (English, maths, science, French, Latin and the three humanities) - in both forms 7 and 8, where the top set has been named 'Scholarship Set' and not Set 1. This is so the most able pupils are prepared for taking an academic scholarship. Pupils who are not invited to sit a scholarship will take the ISEB Common Entrance in the five core subjects: English, maths, science, French and Latin. From 2029 to 2021 the completed papers in these five core subjects were sent to the pupils' prospective senior schools following the exam session in June. **As of June 2022, the scripts for the five core subjects are now marked and graded internally, and the grades are sent on to the pupils' senior schools.** For the non-core subjects (history, geography & TPR) pupils are assessed in November and in February (the Final Assessment). Each pupil's grade in the three humanities' Final Assessment is sent to the senior schools in June.

(11) The Junior Department

For the 2022 - 2023 academic year, the Junior Department consists of two Form 3 and two Form 4 classes:

- Form 3C (Miss Clemons) - Rm 7
- Form 3P (Mrs Plaistowe) - Rm 6
- Form 4N (Mr Nixon) - Rm 5
- Form 4S (Miss Shaw) - Rm 3

Pupils in Form 3 are taught English, Form Reading, spelling, maths, Humanities and PSHE by their Form Teacher. The pupils are based in their form rooms for most subjects (including French & science), and they move to specialist venues for IT, art, D&T, music, drama, PE and Outdoor Education. The pupils in Form 3 also benefit from support given by in-class teaching assistants.

(12) The Timetable (2021 - 2022)

The School has three separate lunch sittings and take place as follows:

- Senior School (Forms 7 & 8) 1.00 - 1.30pm (12.30 on Wednesday & Saturday)
- Middle School (Forms 5 & 6) 12.30 - 1.00pm (1.00pm on Wednesday & Saturday)

- Junior Dept (Forms 3 & 4) 12.00 - 12.30pm (12.00pm on Wednesday)

Typically the School has chapel each morning, from 08.35 - 08.55, and an assembly on Friday. See Appendix E for sample timetables.

(13) Special Educational Needs and Disabilities (SEND) and English as an Additional Language (EAL)

Associated Policy – SEND and EAL Policy 3b

The SEND Policy reflects Aldro's provision in the context of the Children and Families Act 2014 and the SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2015). This ensures we provide suitably for pupils with statements/EHC plans.

The department's role is to provide individual support for pupils who require strategies to address their particular needs. The department supports staff to identify pupils' learning difficulties, plan teaching strategies and liaise with parents and outside agencies to co-ordinate any extra help that may be required. This help may be in the classroom or on a one-to-one basis outside the classroom. Learning Support is timetabled to ensure that pupils do not miss key academic lessons. For some pupils, Latin is a subject that they will not study and Latin lessons times are often scheduled for learning support for pupils that require it.

Aldro offers 1:1 lessons (English and French) to new pupils with English as an Additional Language to focus on the requirements of the English and French languages. All pupils are tested prior to entry and their language skills are assessed with reference to the Common European Framework of Reference (CEFR). Required levels of additional English and French lessons will depend on their levels and year of entry. EAL pupils are monitored on the Support Register and their 1:1 work is outlined in their twice yearly IEPS, which are shared with their parents and staff

(14) Marking

(a) School marking policy (see Appendix A)

It is expected that the subject teacher marks and returns the pupil's work on a regular basis. The School's policy is for marking and assessing to provide written comments and include questions, though it is sometimes clearer to the pupil for certain pieces of work, for example a vocabulary test, to be awarded with a numerical score or with a grade. To help pupils improve and make progress, teachers provide written, and where possible oral feedback on areas of strengths and areas for improvement. Teachers are expected to mark and assess pupils' work in either green or pink ink and please refer to the departmental handbooks for specific marking guidance. Pupils are expected to use a contrasting colour (such as a grey pencil) when doing their corrections and self-reflections and they are encouraged to initial any comments made by the teacher, and to answer any questions included in the feedback.

(b) Self and Peer Assessment

Self-assessment is also an integral part of marking as it allows work to be analysed and corrected in real-time by the pupil. The aim is for a discussion and a dialogue to be created between the pupils and with the teacher to help foster a higher level of learning.

Where verbal feedback is often given, teachers are encouraged to mark work with the acronym; VF.

(15) Monitoring and Evaluation

(a) Reporting & Industry Grades

Pupils' progress is monitored continually, for both classwork and for prep. At each half-term and at the end of each term, each pupil receives a set of Industry Grades as well as a Form Tutor's comment. This brings in the pastoral element to the reporting.

- At each half-term, pupils are given an '**Interim Report**', where grades for both **Attainment** (from a low of 1 to a high of 5) and **Effort** (from E to A) are given for each subject. The grade reflects the pupil's achievement and is not based on his/her position to the rest of the form or year group. Each pupil will also receive a brief report for his / her Form Tutor.
- At the end of the Christmas Term and Spring Term, each pupil receives a '**Short Report**'. This style of report was introduced in September 2021 and it involves a brief written comment from each subject teacher - maximum of 350 characters - where teachers are encouraged to:
 - i. Comment on the pupil's overarching performance.
 - ii. Comment on the pupil's Attainment & Effort.
 - iii. Provide a target going forwards.
- At the end of the Summer Term, a 'Long Report' is provided, which includes exam scores (including the form or year group median) and a full summative written report on each pupil's performance, effort and progress across the academic year in each subject.

It is worth noting that for pupils in Form 8, the schedule for reporting is slightly different and this is to support the pupils in top year prepare for their exams, whether it be CE / Aldro Bacc or scholarship:

1. Christmas Term

- a. October half-term: Interim Report
- b. End of term: Short Report for all subjects, except for the three humanities which will receive a Long Report (to help guide students for their Final Assessments, in February).
- c.

2. Lent Term

- a. February half-term: Interim Report
- b. End of term: Form 8 pupils to receive a Long Report in the five core subjects, and a Short Report for the three humanities and non-examined subjects.

3. Summer Term

- a. May half-term: Interim Report
- b. End of term: Form 8 pupils to receive a Short Report in the eight examined subjects and a 'Long Report' for the non-examined subjects.

Grades for **Attainment** are awarded based on the criteria below:

- | | | |
|----------|--------------------|--|
| 5 | Exceptional | is going beyond and/or combining with other learning and applying to new situations |
| | | <ul style="list-style-type: none">• Has readily understood new concepts and skills to a high level while building up excellent body of knowledge.• Making rapid progress when challenged and is a self-motivated learner who is able to work independently. |
| 4 | Mastering | is achieving independently nearly all the time & retaining information |
| | | <ul style="list-style-type: none">• Making good progress and has developed a good understanding of key concepts and can work independently. |

- Able to make connections between different subject areas, and draw on knowledge and understanding without prompts.
- 3 Achieving is achieving independently most of the time**
- Making progress.
 - Able to acquire sufficient new skills, concepts and knowledge to enable each stage of learning to be meaningful.
- 2 Working towards has begun, achieving some of the time but needs adult support**
- Has some difficulty in acquiring knowledge and skills in this subject but is making progress.
 - Has developed some understanding of key concepts but generally finds it difficult to apply what has been taught, and is dependent on support.
- 1 Emerging not yet begun, needs full adult support or other intervention**
- May be making slow progress.
 - Has developed some understanding of key concepts but these may be isolated examples.

Grades for **Effort** range from a high of A to a low of E, and they reflect the effort each pupil has put into their classwork and preps over the last half of term. It takes into account the pupil's attitude to learning, presentation of work, initiative in completing tasks, behaviour in the classroom and whether the pupil hands in work on time and is punctual to class. The level descriptors are as follows:

- A Excellent**
- Exemplary attitude at all times
 - Concentrates and participates eagerly in all activities & class discussions
 - Keen and always willing to try their best
- B Good**
- Very good attitude and working hard
 - Willing to engage actively in lessons
 - Participates well in a variety of classes
- C Expected**
- Positive and willing attitude most of the time
 - Adequate concentration
 - Will participate in tasks when asked
- D Moderate**
- Does what is required but lacks self-motivation
 - Only participates when encouraged
- E Poor**
- Negative attitude to any task set
 - Unwilling to participate
 - Often distracted or distracting to others

(16) Book Scrutinies

To ensure teachers follow the school's marking policy, to keep their marking up-to-date and to share best practice, book scrutinies regularly take place. The dates are announced in advance, and the Assistant Head (Curriculum) selects three pupils from each year group, with the support from the ACT (Academic Curriculum Team) to check that pupils books adhere to the presentation and marking policies, and show evidence of pupil progress.

(17) Twilight Sessions (Teacher meets)

In-house twilight sessions take place regularly to promote the sharing of good practice.

(18) Outcomes for Pupils

The ISI Educational Quality Inspection (EQI) focuses on 'outcomes for pupils', with regards to pupils' achievements and their personal development.

To successfully measure each pupil's outcomes, a greater focus is on giving opportunities and evidencing pupils' outcomes:

- **Exam results** (& change over time) - standardised tests (CAT 4 tests, PTEs and PTMs).
- **Knowledge, skills & understanding** across the curriculum (linguistically, mathematically, musically, technologically, physically, creatively. Are there areas where a pupil demonstrates particularly effective KSU (knowledge, skills and understanding).
- **Communication** - how well do pupils develop their speaking, listening, reading and writing skills, and how well do they apply them to their learning across the curriculum?
- **Numeracy** - how well do pupils develop their competence in numeracy?
- **ICT** - how well do pupils develop their competence in ICT and apply their ICT skills to other parts of their learning?
- **Study Skills** - how well developed are the pupils' higher order learning skills, such as to analyse, hypothesise and synthesise?
- **Academic and Other Achievements** - how well do pupils achieve in other areas - scholarships, competitions, sports & extra-curricular activities?
- **Attitudes** - do pupils demonstrate initiative and independence. Are they willing to work collaboratively?

(19) Communication with Parents

a. Reports and Industry Grades

These are published twice a term, and as stated previously, they include:

1. The 'Interim Report' - grades for Attainment & Effort and a brief Form Tutor comment (800-character limit).
2. The 'Short Report' - grades for Attainment & Effort and a brief written report for each subject (350-character limit)
3. The 'Long Report' - full written report (1,200-character limit)

b. Parents' Evenings

These take place throughout the academic year, and each parents' evening has a specific focus. They traditionally take place in the CHC, face-to-face but it is intended that for the 2022 - 2023, they will take place using School Cloud, as this enables it for parents of boarders to attend. See Appendix F for timetable of parents' evenings.

c. 'Book Looks'

'Book Looks' take place across the Junior and Middle School and take place in the pupils' classrooms, where the pupils will have their exercise books on their desks for parents to come and see. Form Tutors are present and it is an opportunity for parents to see their child's books and meet the Form Tutor on a more informal basis.

(20) PSHE, SMSC and RSE

The PSHE, SMSC and RSE curriculum, coordinated by our new **Director of Pupil Development** Mrs. Andrews (KA), reflects the school's ethos to encourage self-awareness and respect for others. The syllabus impinges on all areas of school life, and it can be delivered in a variety of contexts as well as a timetabled subject. In addition to the weekly PSHE lesson, which for September 2022 has been increased from 30-minutes to one hour a week, the Form Tutor period and TPR lessons are two important opportunities for delivering PSHE, as well as science. Certain topics, for example drugs education, may be most effectively delivered by an outside specialist agency. Careers guidance takes place within PSHE and in the Form 8 leavers' programme.

Aldro is required to meet the requirements of section 78 of the Education Act 2002, in our provision of SMSC. We achieve this through the PSHE lessons, Form Period discussions, school assemblies, chapel services, the school council and in individual subject lessons.

The PSHE, SMSC and RSE Policy (2d) has details of these schemes of work.

(21) Presentation policy

A presentation policy has been agreed to help the pupils improve the setting out of their written and typed work (see **Appendix B and D**). It is expected that every piece of work is dated on top line, on the left, and that a line is missed out before writing out the title in the centre. The presentation policy has been named **DUMTUM**, which stands for **D**ate, **U**nderline, **M**iss a line, **T**itle, **U**nderline, **M**iss a line. It is expected that for most lessons, a learning objective (L.O.) should also be included, to help the pupils see the focus of the upcoming lesson.

(22) Heads of Year and The Form Tutor

The Form Tutor provides a pivotal role in the monitoring of each pupil's progress, both academically and pastorally. The Form Tutor takes the morning registration each day at 8.25am and their aim is to help pupils prepare themselves for the day ahead, identify potential clashes and share notices about timings. Once a week each Form Tutor has a half-hour period to discuss topical events, forthcoming events in the School etc with his / her form.

From September 2022, there is a 'Head of Seniors' (Fms 7 & 8) – Mrs. Claire Noyce and a Head of middle School - Mrs Katie Croall (KIC). They will work closely with the Form Tutors, on both academic and pastoral matters and be a first port of call for parents, should they not want to contact the Form Tutor.

(23) Promoting Fundamental British Values (FBV)

Aldro strives to prepare pupils for the opportunities and experiences of life in British society, and as part of FBV (Fundamental British Values), our aim at Aldro is to promote democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

(24) Assessment for Learning (AfL)

AfL was introduced to Aldro in September 2018, and the aim is to help create a journey for the pupils for every topic in each subject. Assessment for Learning (AfL) gives opportunities for pupils at Aldro to reflect and assess themselves. The AfL sheets (see Appendix C) are given out to the pupils at the beginning of a new topic / module, and only at the end do they fill it in using the triangle method. The system has been standardised across the curriculum to help the pupils, and they are encouraged to be honest about their understanding – it creates a dialogue between pupil and the teacher.

(25) Continuing Professional Development

The performance of the academic staff at Aldro is reviewed through a biennial appraisal system; and, as part of their CPD (Continuing Professional Development), teachers are encouraged to attend courses relating to either personal, professional or school development targets. In-service training (INSET) is provided at the start of each term targeted at improving standards of teaching and learning and/or other aspects of school-wide development. The school also offers more informal Teacher-Meets for the sharing of teaching and learning and/or other aspects of school-wide development.

At each Weekend Leave and at half-term (4.00 - 5.00pm), there are staff meetings to focus on aspects of professional development.

(26) Facilities

a. Specialist Teaching Rooms

Whilst many of the subjects take place in classrooms, Aldro also offers a number of specialist teaching rooms. These include:

- **Centre for Innovation & Learning** Formerly called the IT room, the CIL opens in September 2022. It contains a suite of 24 laptops stored in a locked cabinet. There are two screens - one interactive touchscreen and one for pupils to share their work., a Lego wall, a green screen (for photography). It has breakout zones with wall-to-floor glass boards for collaborative brainstorming.
- **Learning Support Rooms** There are three rooms dedicated to one-to-one LS lessons. Each room has a window in the door and they are all well-lit and ventilated.
- **School Library** The school librarian is responsible for running the library, which includes over 6,000 books, and uses the Dewey decimal system for non-fiction, and the ZPD (Zone of Proximal Development) system, based on the Accelerated Reading system.
- **Science Laboratories** There are two fully equipped laboratories and 75% of the lessons are practical based. Lab 1 was refurbished over the summer of 2022.
- **Design and Technology** There is a 'design studio' with eight computers, and a fully equipped workshop, which contains a wide range of machinery and hand tools. The department has CAD/CAM (computer aided design and computer aided manufacturer).
- **Art** The department benefits from a kiln and a printing press, and there is a full range of graphic media, paints, textiles, collage and sculpture materials. There is an open door policy for all pupils to use the Art room outside of lesson times. There are Art clubs for pupils as well as Art scholarship sessions, open to potential scholars in Form 7 & 8 pupils.
- **Crispin Hill Centre (CHC)** Drama lessons take place in the CHC (Crispin Hill Centre), and this venue is also used for school assemblies, school play productions and musical ensembles and dance.
- **Sports Hall ((ASC (Aston Sports Centre))** opened in 2016, and is used for the PE lessons throughout Christmas and Spring terms, for games and by the boarders in the evening (6.30 to 7.15pm) after supper.

b. Pupil Laptops

Last year the School rolled out a 'laptop' leasing programme, and as of September 2022, all pupils in Forms 6, 7 and 8 have their own laptop (Lenovo). It is the responsibility of the pupils to bring their laptop into School each day fully charged, and to store their devices in their classroom locker between lessons. There is a docking station for boarders in the boarding house.

The School has forty laptops, which are kept in two lockable trolleys - outside the Learning Support Department (first floor), and in the Junior department.

(27) Distance Learning

a. Microsoft Teams

With School on lockdown during the Summer Term (2020) and the following Spring Term (2021), the teachers delivered their subjects remotely using Microsoft Teams. The Head of IT, was responsible for training staff and pupils, as well as for setting up the Teams for colleagues to populate with:

- Resources (using Files, Class Materials)
- Worksheets and exercises (using Assignments)

This facility remains in place to support pupils and teaching staff who may need to access lessons from home. An element of hybrid teaching and learning is expected of staff, to cater for pupils requiring this remote access during onsite lessons.

Associated Policies

(2d) PSHE, SMSC and Policy

(3b) SEND and EAL Policy

(15a) Admissions Policy

Appendix A (From Staff Handbook)

Marking Policy

1. Marking needs to be kept up-to-date, and returned promptly to pupils.
2. Teachers should keep a record of the pupils 'marks.
3. All pupils 'work should be marked in either pink or green ink. No marking is to be done in pencil.
4. To help pupils improve and make progress, teachers provide feedback on areas of strengths and areas for improvement.
5. Errors should be identified by the teacher and corrected by the pupil, using a contrasting colour (such as a grey pencil).
6. Marking may include various forms of self-assessment by the pupil, and pupils may mark each other's work (peer assessment).
7. Credits are awarded to pupils where work (both written and oral) is of a high standard or reflects a positive effort. Work that is handed in to a poor standard and the pupil should be asked to rewrite.

Appendix B: Expectations Sheet for Pupils

What to bring to Lessons

- Pupils are to bring their **pencil case, student planner, a reading book, subject folder or exercise book, and textbook** to each lesson.
- Each pencil case must include at least two writing pens, grey pencils, a ruler, rubber, a pencil sharpener, glue stick, scissors and coloured pencils.
- Pupils are **not to bring any bags or rucksacks into the classroom.**

When prep is set, pupils are expected to copy the instructions from the board into their planner.

Presentation

1. Write the **date** (3 September) **on the top line inside the margin**. Miss a line and then write the **title** (in the centre). Miss a line again and then writes the Learning Objective in full, as this will show what we are going to do.
2. Write your class notes and preps in **blue ink**. Underline the date and title with a **grey pencil**. If you use a biro, then you will be asked to do it again properly.
3. Draw all diagrams in pencil (including annotations), and use a ruler and pencil for any arrows or lines.
4. Do **not** doodle on your exercise notes, red folder or in the textbook.
5. Start a new exercise (or set of notes) on a new side of paper.
6. Cross out a mistake with a ~~single line~~ using a **pencil** and a **ruler**. Do not use ink eradicator or Tippex.

Marking

The aim of marking is for the teacher to **give you feedback** so you know how well you did and how to improve next time. Please initial the teacher's comments, so they know you have read them.

It is the pupil's responsibility to catch up on any missed work.

Class Discussions

- Remember to give **detailed answers** when invited by the teacher to contribute to the class discussion. **Don't rush your answer**, give examples (if possible) and explain your ideas clearly.
- If you have a question, **put up your hand and wait**. Please do not shout out or interrupt your classmates.

Take pride in your work and always do your best!

(SIGN NAME)

(PRINT NAME)

Appendix C: Assessment for Learning

Below is an example of an AfL sheet.

Battle of Crécy

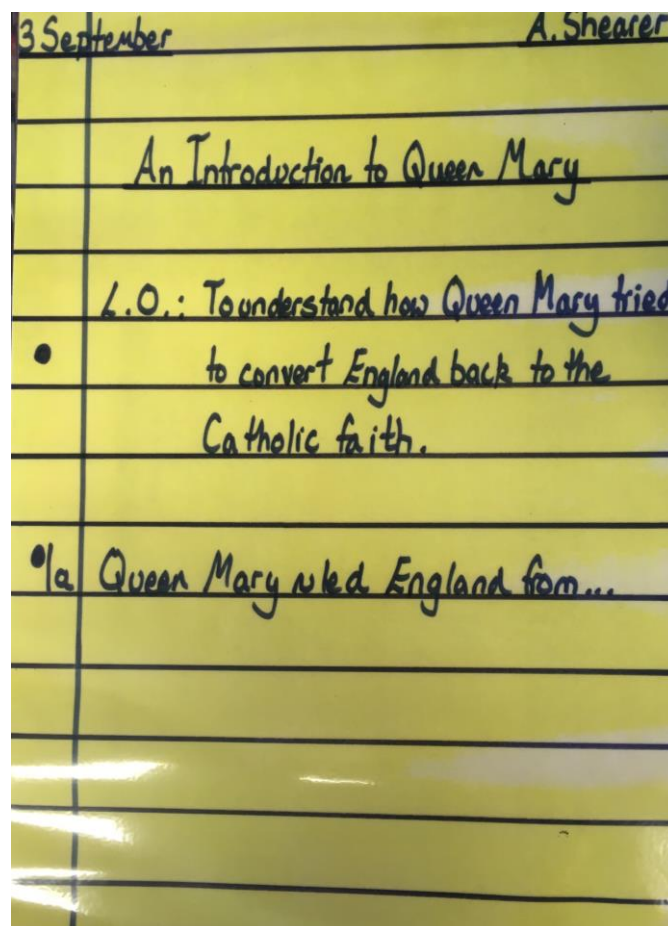
Learning Objective:

To make an A4 poster on the Battle of Crécy and show an understanding as to why the French lost, and the legacy of the English victory.

Success Criteria	Pupil Evaluation	Teacher Evaluation
To learn about Edward III's chevauchée through northern France (summer, 1346), and how the English were chased by King Philip VI of France.		
To learn how the Edward III and the Black Prince set up their army on a hill with the sun behind them.		
To understand that the French army was much bigger (30,000 to 40,000 men) and was dominated by nobles on horseback (men-at-arms).		
To understand how technology (the long bow) enabled an English victory over the Genoese crossbowmen fighting for the French army.		
To understand the legacy of the battle and how the English victory crippled the French army.		

Appendix D: Presentation Policy

Below is an example of the presentation policy, which is called DUMTUM. A3 sized posters are on show in every classroom to help the pupils. DUMTUM stands for **D**ate, **U**nderline, **M**iss a line, **T**itle, **U**nderline, **M**iss a line.



Appendix E: A Typical Day

Monday Timetable

Christmas Term 2022

		Reg	Assembly Chapel Form Time	1	2	Break	3	4	5	6	7	Prep	Pick Up		
		8.25 - 8.35	8.35 - 8.55	9:00 - 10:00	10:00-11:00	11:00 - 11:30	11:30 - 12:00 12:30	12:30 - 1:00 1:30	1:30 - 2:00 2:30pm	2:30 - 3:00 3:30	3:30 - 4:00 4:30	4:30 - 5pm 5:30pm	5:30 - 6pm		
8K	Senior School	Reg.	Chapel	Geography (CEN) Rm 9	IT (AH)	BREAK	LUNCH	LUNCH	Form Time (JHRK) Rm 8	History (JAS) Rm 10	Senior Games	SHORT TEA	6.00 pm Pick-Up		
				English					French	Form Time (CHB) Lab 1				D & T (EJM)	
				Science <small>Sch Set: CHB (Lab 1) CE Set 1: CHB (Lab 1) CE Set 2: EKE (Lab 2)</small>					French	PSHE (KA) Rm 11				ICT (AH)	Form Time (CPR) Rm 9
				French <small>Sch Set: KIC (Rm 4) CE Set 1: ZAJ (Sch Rm) CE Set 2: JHRK (Rm 8)</small>					Science / Latin / PSHE <small>Sch Set: CHB (Lab 1) CE Set 1: JD (Rm 13) CE Set 2: KAR (Rm 2)</small>	ICT (AH)				Fm Time (FMD) Rm 2	English <small>Humanities (Hist, Geo, TPR) Sch Set: JAS (Rm 10) CE Set 1: CEN (Sch Rm) CE Set 2: KAR (Rm 2)</small>
				Form Time (MDT) Rm 12					Form Time (MDT) Rm 12	Form Time (MDT) Rm 12				Form Time (MDT) Rm 12	Form Time (MDT) Rm 12
6E	Middle School	Reg.	Chapel	English <small>Set 1: LMcS (Rm 11) Set 2: MDT (Rm 12) Set 3: KA & GMW (Rm 10)</small>	French (JHRK) Rm 8	BREAK	LUNCH	LUNCH	Form Time (EKE) Lab 2	Art (LF)	Senior Games	SHORT TEA	5.30 pm Pick-Up		
				Science (EKE) Lab 2	Science (EKE) Lab 2				TPR (NDM) Rm 1	ICT (AH)				History (KAR) Rm 2	
				ICT (AH)	Latin (RPI) Rm 10				PE (KA & SH) ASC	French (KIC) Rm 4				Music (FL) CHC	
				PE (DRM & AHL) ASC	TPR (KAR) Rm 10				History (KAR) Rm 10	Geography (CPR) Rm 9				Form Time (KIC) Rm 4	
				Maths <small>Set 1: SCN (Sch Rm) Set 2: FMD (Rm 2) Set 3: TMCC (Rm 1)</small>	French (KIC) Rm 4				Outdoor Ed. (CEN & DD) Woods	Form Time (JD) Rm 13				Classics (RPI) Rm 1	ICT (AH)
				TPR (NDM) Rm 1	ICT (AH)				Science (DRM) Lab 1	Latin (RPI) Rm 12				Geography (CEN) Sch Rm	
4N	Junior Dept.	Reg.	Chapel	Geography (CPR) Rm 13	English (RP) Rm 5	LUNCH	BREAK	BREAK	PE (GD, BT & AHL) ASC	Junior Games	SHORT TEA	4.45 pm Pick-Up			
				French (YGBL) Rm 3	English (SCS) Rm 3				Form Time (EJM) Rm 5				Form Time (EJM) Rm 5	Form Time (EJM) Rm 5	
				English (MJC) Rm 7	DT (EJM)				Humanities (MJC) Rm 7				Maths (MJC) Rm 7	Maths (MJC) Rm 7	
				English (RP) Rm 6	French (YGBL) Rm 6				Science (RP) Rm 6				Maths (RP) Rm 6	Maths (RP) Rm 6	

Appendix F: Parents' Evening timetable

Parents' Evening (2022 - 2023)		
	Date	Focus
Form 8	Monday (28 November) & Thursday (1 December), 6.45pm	Feedback on November mocks scores & suggestions for holiday work. Examined subjects only.
Form 7	Monday 30 January 2023 (6.45pm)	Half -time feedback in all subjects (examined & non-examined).
Form 6	Monday 3 October 2022 (Eng & maths only, 6.45pm)	Feedback on English & maths only, with regards to final preparation over half-term for the upcoming ISEB Common Pre-Test.
	Monday 6 February 2022 (6.45pm)	Half-time oral feedback in all subjects.
Form 5	Monday 20 & Thursday 23 February 2022 (6.45pm)	Half-time feedback in all subjects - examined & non-examined.
	Tuesday 20 June 2022 (6.45pm) (Eng & maths only)	Feedback in only English and maths with specific guidance for how parents can help pupils prepare themselves over the summer holidays for the upcoming ISEB Pre-Test in November of Form 6.
Form 4	Thursday 23 October 2022 (4.45pm)	English, maths & Form tutors only - focus on how pupil has started the new academic year.
	Thursday 30 April 2023 (4.45pm)	All subjects
Form 3	Monday 10 October 2021 (4.45pm)	English, maths & Form tutors only - focus on how pupil has started the new academic year.
	Thursday 4 May 2022 (4.45pm)	Feedback in all subjects - how pupil has fared in pupil's first year at Aldro.

Academic Long Cast (2022 - 2023)

Christmas Term (2022)													
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
	5 September	12 September	19 September	26 September	3 October	10 October	17 October	7 November	14 November	21 November	28 November	5 December	12 December
Form 8		Forms 7 & 8 7:00pm: Meet Form Tutor 7:30pm: Year Ahead Presentation (Tuesday 13 September, 2022)		CAT 4 Assessments				Revision Week (Form 8 only)	CE & Sch Mock Exams 14 - 18 Nov 2022		Parents' Evening 4:45pm - 7:00pm CE 19th-28 Nov 2022 CE 29th & 30th 2022		The Short Report Last Term Report for the 4 homeworks
Form 7	Start-of-Term Thursday 8 September 2022			CAT 4 Assessments				Half-Term Friday 21 October to Sunday 6 November 2022	O&E Common Pre-Test Tuesday 15 Nov 2022 & Thursday 17 Nov 2022				End-of-Term Tuesday 13 December 2022
Form 6		Forms 5 & 6 7:00pm: Meet Form Tutor 7:30pm: Year Ahead Presentation (Friday 9 September, 2022)		CAT 4 Assessments		Parents' Evening Eng, Maths & PE Tutors 4:45pm, Mon 3 Oct 2022							
Form 5				CAT 4 Assessments	Book Scrutiny								
Form 4			Forms 3 & 4 7:00pm: Meet Form Tutor 7:30pm: Year Ahead Presentation (Monday 12 September, 2022)	CAT 4 Assessments		Parents' Training 4:45pm, Thurs 21 October 2022 (Eng, Maths & Form Tutor)							
Form 3				CAT 4 Assessments		Parents' Meeting Eng, Maths & PE Tutors 4:45pm, Mon 30 Oct 2022							
PTE & PTM Assessments in English / maths lessons													

Lent Term (2023)											
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	
	9 January	16 January	23 January	30 January	6 February	20 February	27 February	6 March	13 March	20 March	
Form 8					Revision Week (Form 8 only)	Humanities Final Assessments (Fri 28 Feb 2023)	Feb Mocks (core subjects) (21, 28 Feb & 2 March 2023)	CE Pupils start AIP (Intro Independent Project)		Longer report for 5 core & non-examined subjects, & Short Report for humanities	
Form 7	Start-of-Term Monday 9 January 2023		Parents' Evening 6:45pm Mon 30 Jan 2023		Half-Term Friday 10 - Sunday 19 February 2023				Science Week 13 - 18 March 2023	End-of-Term Friday 24 March 2023	
Form 6			Parents' Evening 6:45pm Mon 6 Feb 2023			Parents' Evening 4:45pm (J.K. Monday 30 Feb & 27 Thursday 21 Feb)					
Form 5											
Form 4						Junior Dept Book Look Mon 30 January 2023					
Form 3											

Summer Term (2023)											
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
	17 April	24 April	1 May	8 May	15 May	22 May	5 June	12 June	19 June	26 June	3 July
Form 8						No Industry Grades or Report			CE Exams 5 - 9 June 2023 (NB a Monday start)	AIP Deadline Tuesday 20 June 2023	Short Report in core subjects & Long Report in non-examined subjects
Form 7	Start-of-Term Wednesday 19 April 2023					Half-Term Friday 26 May to 5 June 2023					End-of-Term Saturday 8 July 2023
Form 6			Form 6 Book Look Tuesday 2 May 2023				Parents' Evening Eng & Maths only				
Form 5					Revision Week						
Form 4											
Form 3											

Industry Grades / Reporting Schedule 2022 - 2023						
<ul style="list-style-type: none"> For 2022 - 2023, Form Tutors will no longer need to write a report / comment for the Interim Report at the October, February and May half-terms. For the end of the Lent Term, pupils will now receive an Interim Report, instead of a 'Short Report', where pupils will be awarded grades for Achievement and Effort, as well as a Form Tutor comment / report. Form 8 will <u>not</u> get any report / Industry Grades at the May half-term because scholars have typically taken their assessments by then, and CE candidates will be sitting Common Entrance in a week's time. The Industry Grades at May will be kept for Forms 3 to 7 because the grades will be used for tracking purposes. 						

	Christmas Term		Lent Term		Summer Term	
	October Half-Term	End-of-Term	February Half-Term	End-of-Lent Term	May Half-Term	End-of-Academic Year
Subject Teachers	<p>The Interim Report</p> <p>Subject teachers to provide a grade for:</p> <ul style="list-style-type: none"> Attainment (1-5) Effort (E-A) <p><i>If a teacher awards a D / E for effort, or a 1 / 2 for attainment then to avoid any unwanted surprise for the parent & pupil, teachers should email parents / guardians in advance.</i></p>	<p>The Short Report</p> <p>Subject teachers to provide a grade for:</p> <ul style="list-style-type: none"> Attainment (1-5) Effort (E-A) <p>The grades should reflect the last six weeks of the term.</p> <p>Teachers to also write a brief report focusing on:</p> <ul style="list-style-type: none"> Pupil's efforts. Pupil's progress over the term and Provide a target going forward. <p><i>Report to comment on pupil's overarching performance, to look back on attainment / efforts, and to provide a target going forwards.</i></p> <p style="text-align: center; background-color: #fce4ec;">350 character limit</p> <p>Form 8 to get a Short Report in all subjects, except for the humanities, where they will get a 'Long Report'.</p>	<p>The Interim Report</p> <p>Subject teachers to provide a grade for:</p> <ul style="list-style-type: none"> Attainment (1-5) Effort (E-A) <p><i>If a teacher awards a D / E for effort, or a 1 / 2 for attainment then to avoid any unwanted surprise for the parent & pupil, teachers should email parents / guardians in advance.</i></p>	<p>The Interim Report</p> <p>Subject teachers to provide a grade for:</p> <ul style="list-style-type: none"> Attainment (1-5) Effort (E-A) <p><i>If a teacher awards a D or E for effort, or a 1 / 2 for attainment then to avoid any unwanted surprise for the parent & pupil, teachers should email parents / guardians in advance.</i></p> <p>Form 8 to get a 'Long Report' for the 5 core subjects, a 'Short Report' for the humanities, and just grades for the non-examined subjects.</p>	<p>The Interim Report</p> <p>Subject teachers to provide a grade for:</p> <ul style="list-style-type: none"> Attainment (1-5) Effort (E-A) <p><i>If a teacher awards a D or E for effort, or a 1 / 2 for attainment then to avoid any unwanted surprise for the parent & pupil, teachers should email parents / guardians in advance.</i></p> <p>No Industry Grades at all for Form 8</p>	<p>The 'Long Report'</p> <p>Summative report on academic year - effort, progress made, exam performance and targets on how to improve next year.</p> <p style="text-align: center; background-color: #fce4ec;">1,250 character limit (c. 190 words)</p> <p>Form 8 to get a 'Short Report' in core subjects, nothing in the humanities and a 'Long Report' in non-examined subjects.</p>
Form Tutor	No Form Tutor comment	Form Tutors to write a brief report , commenting on both academic grades, behaviour, achievements outside the classroom & any pastoral issues over the course of the Christmas Term. Suggested length - 400 characters. 800 character limit (c. 150 words)	No Form Tutor comment	Form Tutors to write a brief report , commenting on both academic grades, behaviour, achievements outside the classroom & any pastoral issues over the course of the Lent Term. Suggested length - 400 characters. 800 character limit (c. 150 words)	No Form Tutor comment	Full report - comments on academic & pastoral issues, to include specific information about pupil's achievements in the classroom, on the sports field, musically etc. over the academic year. 1,600 character limit (c. 300 words)