



Curriculum, teaching, learning & assessment policy.

Revised: May 2020
Review date: May 2021

This policy should be read in conjunction with the OxSFC COVID-19 policy that overrides the guidelines/procedures in this policy, where appropriate. The guiding principle will always be to maintain the health and safety of all stakeholders.

Introduction

Oxford Sixth Form College specialises in preparing students intending to progress to study at university.

The College offers the following courses:

1. A level;
2. BTEC;
3. BTEC plus;
4. International Foundation Year (IFY).
5. One-year GCSE/IGCSE courses;
6. GCSE/IGCSE Re-take courses;
7. An Academic Preparation Programme (APP) for international students who need to raise the level of their academic written and spoken English before they begin A - levels, BTEC or GCSE/IGCSE.
8. English as an Additional Language (EAL) - IELTS courses alongside main courses of study.

The College seeks to:

- give every single one of its students the opportunity to learn, including those with an EHC plan
- inspire students towards further study and enables them to make informed decisions whenever choices are open to them.
- help students to understand enough about the world of work to know what skills they need to succeed
- to provide a safe and supportive environment in which the students can flourish and develop independence and confidence
- raise its students' academic attainment and achievement
- foster a strong work ethic amongst its students
- have high academic ambitions
- to provide individualised learning reflecting the learning needs of each student enabling them to reach their potential academically and personally
- identify and support students with EAL and SEND needs and those who find academic work challenging
- raise the attainment of all students of all abilities students and to identify and provide outstanding challenges to our students using individualised learning plans
- raise the College's academic standing
- achieve better (I)GCSE, A-level and BTEC results
- foster a sense of curiosity and of excitement about the world of ideas and nurture a life-long love of learning

- provide an education that promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- to provide curriculum which links curriculum learning with careers. For each subject teachers should highlight the relevance of these subjects for a wide range of future career paths

The curriculum, teaching and learning at Oxford Sixth Form College shall:

- provide a flexible approach which matches the needs of each individual student
- contribute effectively to the intellectual, physical, personal attainment and development of the students
- provide a supportive yet mature environment within which students may reach their full potential and where they may build their self-esteem
- give students up to the end of GCSE studies experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education
- teach subject matter appropriate for the ages, gender, backgrounds and aptitudes of our students
- enable students to acquire skills in speaking and listening, literacy and numeracy
- provide for personal, social and health education which reflects the College's aims and ethos and encourages respect for other people, paying particular regard to the protected characteristics set out in the 2010 Equality Act
- provide for accurate, up-to-date careers advice, information and guidance that is presented in an impartial manner; enables students to make informed choices about a broad range of career options; and helps to encourage them to fulfil their potential
- enable students to acquire new knowledge and make good progress according to their ability so that they increase their understanding and develop their skills in the subjects taught
- provide constructive feedback to enhance students' progress
- provide students with adequate preparation for the opportunities, responsibilities and experiences of adult life and of life in British society
- be enriched by a programme of activities which is appropriate to the students' educational needs in relation to personal, social, emotional and physical development and communication and language skills
- foster students' self-motivation with the application of intellectual, physical and creative effort, interest in their work and the ability to think and learn for themselves
- enable students to develop their self-knowledge, self-esteem and self-confidence

- foster in students a sense of delight in the life of the mind and the application of intellectual, physical or creative interest in their work, and the ability to think and learn for themselves
- involve well-planned lessons, effective teaching methods, suitable activities and wise management of classroom time
- show a good understanding of the aptitudes, needs and prior attainments of the students, and ensure that these are taken into account in the planning of lessons
- ensure that teachers possess appropriate knowledge and understanding of the subjects they teach and use this effectively in planning and teaching
- be based on classroom resources of an adequate quality, quantity and range
- ensure regular and thorough assessment of students' work
- meet the requirements and spirit of the *Children and Families Act 2014* and the *SEN and Disability Code of Practice, 0-25 years 2014*
- promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- encourage respect for other people, paying particular regard to the protected characteristics set out in Chapter 1 of Part 2 of the *Equality Act 2010*
- not discriminate against students contrary to Part 6 of the *Equality Act 2010*
- enable students to distinguish right from wrong and to respect the civil and criminal law of England
- encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the College is situated and to society more widely
- enable students to acquire a broad general knowledge of and respect for public institutions and services in England
- further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures
- encourage respect for democracy and support for participation in the democratic process, including respect for the basis on which the law is made and applied in England
- avoid political indoctrination
- ensure that effective strategies are in place for managing students' conduct and encouraging responsible behaviour
- be subject to regular evaluation and review by the Senior Management Team and Academic Management Team
- link learning to relevant careers in each subject area

The College aims to follow the DfE non-statutory guidance of November 2014 in helping students to achieve:

- An understanding of how citizens can influence decision-making through the democratic process;
- An appreciation that living under the rule of law protects individual citizens and is essential for their well-being and safety;
- An understanding that there is a separation of power between the executive and the judiciary, and that while some public bodies such as the police and the army can be held to account through Parliament, others such as the courts maintain independence;
- An understanding that the freedom to hold other faiths and beliefs is protected in law;
- An acceptance that people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour;
- An understanding of the importance of identifying and combatting discrimination.

Structures

Most A level courses are delivered in groups of a maximum of 6 students. Classes for APP, GCSE, EAL, IFY and BTEC will be taught in groups of up to 10.

Teaching occurs between 9:00 am and 5.15 pm Monday to Friday. Periods last 45 minutes.

Every student has an individual timetable which they will receive during induction at the beginning of their course.

During an admissions interview, students are advised as to their best choice of programme and combination of subjects therein to achieve their future objectives for university study and / or careers.

The College is unable to offer the following:

- the practical/coursework components in design technology, PE and drama A-levels;
- some particular specifications that are used by a very small number of schools;
- International Baccalaureate;
- Pre-U courses.

Students are given study skills guidance to help them reflect on appropriate study methods and develop strategies for effective study and time management.

Tutors prepare schemes of work for their students at the start of the course. This shows how the specification will be covered over the length of the course. These are updated regularly to reflect the students' progress and needs.

Tutors set appropriate homework study tasks for students to complete each week. The rationale behind this is to encourage the skills for independent study and research as well as consolidating recent learning. Regular progress tests are set for students to complete in class or under supervision. Mock examinations take place before half term of the Hilary term for students sitting public examinations in the following summer examination series.

Students receive written feedback on their work which shows how they can improve and tutors discuss this with the student face- to-face.

Teaching across the College is class-based with any individual tuition being the exception rather than the rule.

Teaching and courses are adapted to the needs and aptitudes of each individual.

Students can only be entered for examinations and other assessments at the College if they have been prepared for these by College staff.

Courses

1. A-level

- The College offers a range of A-level courses including the specifications of most awarding bodies.
- Students are provided with a very high degree of flexibility as to subject combinations;
- Students are advised to take subject combinations which match their interests, strengths and longer-term aspirations;
- Students can study with us on a part-time or full-time basis though the vast majority are full-time.
- Students studying a two-year or five-term A-level programme sit end of academic year examinations in June in their final year;
- Students are generally not entered for AS level examinations unless there is an exceptional reason for this.

2. BTEC

Three BTEC programmes are available:

- **BTEC Level 3 Business Extended Certificate.**
4 units - Equivalent to one A level.
1 unit has controlled assessment and 1 unit has formal exam
42% coursework
- **BTEC level 3 Business Diploma.**
8 units - Equivalent to two A levels.
2 units have controlled assessments and 1 unit has formal exam
55% coursework
- **BTEC Level 3 Business Extended Diploma**
13 units - Equivalent to three A levels.
3 units have controlled assessments and 1 unit has formal exam
58% coursework

Students learn to research, give presentations, produce papers and projects, work in teams, develop their communication skills and study a wide range of business topics.

There is feedback at the end of each unit, allowing students to develop a clear sense of how they are progressing.

The structure of the qualification allows a great deal of choice and flexibility. All students take three core units which introduce the fundamentals of business:

- Exploring Business
- Developing a Marketing Campaign
- Personal and Business Finance

For the Diploma and Extended Diploma, students will also study mandatory units on:

- Managing an Event
- International Business
- The Principles of Management.

The other units come from a list of more specialist areas, including Human Resources, Promotion, Market Research and Setting up a Small Business.

There is only one traditional exam, which is 11% of the course, and is on Business and Personal Finance. The controlled assessments are assignments written on a computer in 3 hours and based on prior research and a pre-release case study. Most of the assessment is by coursework, which is set and marked by the teacher.

3. BTEC plus

The course includes:

- a. One Year BTEC Level 3 Diploma;
 - b. One Year A level option;
 - c. English support (IELTS plus EAP) - if applicable.
- For BTEC & BTEC plus the IELTS requirement is 6.0 in Reading and Writing. Students starting below 6.0 in reading and writing will need to take either APP before they start, or a two-year Extended Diploma option (for which they require 5.5 in Reading and Writing).
 - Where the examination is available students can take a qualification in their own language (e.g. Russian / Chinese)

4. International Foundation Year (IFY)

- This is a one year intensive programme for international students.
- Students must normally be 17 years old and have completed 11 to 12 years of high school education and have a recognised English language qualification e.g. IELTS 5.0.
- Precise academic entry requirements vary depending on the student's home country.
- The IFY is offered in Business & Science pathways.
- There are no optional elements to any of the pathways offered.
- English language support in the form of English for Academic Purposes (EAP) is integrated into, and is a compulsory part of, the programme.

5. One-year GCSE/IGCSE courses

Students may follow a full-time, one-year course, aimed primarily at 15/16 year-old international students

The core curriculum consists of the following subjects:

- English Language (English as a second language)*
- Mathematics
- Biology
- Chemistry
- Physics

Standard options are

- BTEC First Business (equivalent to 1 GCSE) History; Geography; Spanish; French
- Sport
- Personal development (PSHE) and creative studies
- Art

*For English, students will study the qualification appropriate to their past studies and level of English, students will study one of:

- GCSEs English and English Literature

- IGCSE English (Second Language)
- Cambridge suite (FCE)

6. GCSE/IGCSE Re-take courses

A small number of students join the College each year to retake GCSE/IGCSE either alongside A-level courses or before starting A-levels. Where only one or two subjects need to be retaken, to satisfy university requirements, it is normally possible to begin two A-levels and to retake the GCSE subjects alongside these. Where possible students will join existing GCSE classes.

7. Academic Preparation Programme (APP)

- The curriculum for the Academic Preparation Programme has been specifically designed to cater for the needs of international students preparing for A-level or BTEC Level 3 study, and takes account of their particular needs for not only English for Academic Purposes, but also the study skills and life skills needed for successful A-level, GCSE, IFY or BTEC study.
- The curriculum has been designed to use age-appropriate materials for all courses.
- Students are offered EAP, IELTS preparation; Study Skills and can have bespoke elements of academic subjects where appropriate.
- APP students will also have periods for sports activities and cultural activities.

9. English as an Additional Language (EAL)

- All second language students are tested on arrival and offered appropriate support to pursue their academic studies and to reach the required IELTS level for the university or career of their choice.
- For some students subject-specific small group courses are more appropriate, so programmes are adapted for individual students' needs.
- Students are regularly assessed for progress, with formal IELTS exams being taken in November and June.

Senior Tutors

Each student is allocated to a Senior Tutor (ST) who oversees both their academic progress and personal well being. Students meet their ST once a week, in groups and one to one as required. Groups may be used to introduce topics such as university entry or to discuss PSHEE topics.

The Senior Tutor:

- enables each student to have an adult in the College to approach with any difficulties they have
- acts as a conduit for all information internally and externally to ensure that they have a holistic view of all their students
- supports the student pastorally, understanding and guiding their social emotional and personal development and overseeing their medical needs
- oversees each student's academic work to help them make excellent progress, if necessary negotiating about possible changes of course
- helps keep absence levels to a minimum
- ensures that each student's application for the next stage of their education is appropriate for the individual and that all references and other reporting requirements are carried out promptly and professionally
- Guides the student through the University application process (UCAS)

Assessment

Assessment is a central aspect of students' learning and progress. Assessment tasks should always be created with at least one specific learning goal in mind. Whilst summative assessment is essential, particular emphasis should be placed on the use of formative assessment. Feedback should be designed to maximise learning, enabling students to see *how* progress can be made.

Homework

All homework should serve one or more of the following functions:

- to consolidate classwork;
- to strengthen memory skills (e.g. vocabulary);
- to provide background knowledge for lessons;
- to develop generic academic skills (e.g. essay writing);
- to encourage independent learning;
- to facilitate differentiation via extension tasks / remedial work;
- to assess attainment levels & inform teaching;
- and to identify how students can improve.

Frequency, amount and type of homework

Homework must be set at least once a week in each subject as follows:

Academic Programme	Hours of homework per week
APP	10 hours in total
EAP (IELTS)	5 hours in total
GCSE	1.5 hours <i>per subject</i>
BTEC	5 hours in total
A level year 1	3 hours <i>per subject</i>
A level year 2	4 hours <i>per subject</i>
A level OY intensive	6 hours <i>per subject</i>
IFY	6 hours per subject

Teachers should set a variety of homework tasks which reflect the nature of the subject and the types of assessment for which students will encounter. Particular emphasis should be placed upon the regular use of examination-based questions. For subjects which include coursework homework will often entail preparation / continuation of this. When a progress test is being set it is acceptable for the homework for the week to be to revise for the test. However, note that students will vary in their ability to revise effectively, so in many cases it will still be appropriate for written homework tasks to be set e.g. revision questions / making cue cards.

Administration and monitoring of homework

As a college we expect students to become more independent sooner than in traditional schools. Post-GCSE students will be required to take even more personal responsibility for the management of their homework. Students are encouraged to use a suitable way of recording homework e.g. mobile phone calendar, which is used to reinforce good study habits. It is expected that Senior Tutors will assist students in organising their weekly private study programmes and will monitor them regularly. Teachers have responsibility for the setting, marking, recording and reporting of homework. Teachers will address any concerns about production of work directly with the student and take appropriate action to ensure that work is completed to the best of the student's ability. Senior Tutors regularly receive updates on homework progress for their students, including any concerns about non-completion, lateness or inadequate quality. Should issues such as the late or non-production of homework or sub-standard work persist, teachers and the relevant Senior Tutor will work together to agree on a plan of action which the Senior Tutor will address with the student and, where necessary, the parents – and keep the subject teacher and CM informed. A variety of measures will be used to address difficulties as appropriate including compulsory attendance at scheduled private study sessions in the library and periodic review meetings with parents and an Assistant Principal. The college does not use detentions and the emphasis should always be on support and encouragement rather than sanctions.

Progress tests

The calendar for the year shows the date by which each progress test should have been completed. At least one progress test must be set each half-term. All students be set regular progress tests in line with calendar and instructions from the relevant CM. **Progress tests must always result in a student being given a percentage mark and / or grade.** Formative assessment should also be provided to show students how to improve.

In addition to progress tests teachers should also set shorter class tests where appropriate e.g. to encourage students to learn a list of definitions / vocabulary items.

Mock Examinations

The College Calendar for the year shows the date for mock examinations. Mock Examinations have many benefits:

- practice in writing under real exam conditions;
- practice in & familiarity with the relevant routines & regulations;
- assessment of student's understanding of large sections of the specification;
- providing more accurate summative assessment to students;
- providing more specific feedback to students about how they can improve.

Mocks must always result in a student being given a percentage mark and / or grade. Formative assessment should also be provided to show students how to improve.

Marking

Marking is an opportunity to help students to improve. Feedback encourages a dialogue between teacher and student which allows the student to manage their learning more effectively. Students should typically receive written and verbal feedback on work set. Marking should make clear the strengths of student's work as well as providing specific comments as to how it can be improved. Feedback should not only show which aspects of work can be improved, but will give students specific guidance on the steps which can be taken to make improvements. Staff should mark work regularly with the following best practice in mind:

- Formative comments should identify strengths in work;
- Formative comments should make specific suggestions for improvements.
- Lesson time to consider feedback / discuss this with the teacher is valuable;
- Specific action points for a student to address as well as targets for future learning are helpful;
- There is an expectation that students should respond to action points and correct errors where indicated;
- There should be explicit evidence of engagement with developing the quality of their work*;

**e.g. re-drafting an answer / annotating a test paper with corrections.*

Teachers should record the level / grade of the work in their markbook. The information gained from marking/assessment should be used alongside other information to inform future teaching.

Grading

Teachers may adopt a non-grading policy for *some* work, based on evidence that students are more likely to pay attention to feedback and apply suggestions for progress if a specific mark or

grade is not given. In such cases teachers should keep a record of any grade they have privately ascribed to that work.

However, it is essential that students are made aware of their progress relative to awarding body standards on a regular basis. Such awareness can be gained through mock examination grading. As a whole course or topic progresses, students will be given grades for homework. Where examination type questions are used, grading will be based on awarding body standards.

It is essential that students have a clear sense of how they are being assessed and a firm grasp of how a grade has been determined. Detailed reference to awarding body standards should be provided to students, allowing students to appreciate fully the assessment criteria used by the relevant awarding body. Students must have a clear sense of what is required to achieve particular grades. Exemplar material and model answers can be useful in showing students what is required for a particular grade. Teachers must keep a record of marking and assessment for all students. Information about student progress and assessments should be shared with the CM and relevant colleagues. The record of marking and assessment must be designed to maximise the ability of teachers and CMS to assess and respond to the needs of the individual student and class. It should also provide an objective and easily accessible record of students' progress which is available to senior staff and parents as and when necessary.

Frequency and speed of return of marking

Students should have their work marked by teachers at least once a week in every subject. This may be supplemented by oral feedback from teachers or by peer assessment. Marking will be returned as quickly as possible. This maximises both the learning impact of the task as well as student motivation. We aim in all cases to return marked work within five working days of submission.

Progress tracking information

A college wide Progress Tracking document maintained on the T-drive covers a variety of indicators of attainment and progress for each student in each subject. It is used by CMs, Senior Tutors and the Senior Management Team to track student progress and inform future policy on teaching and learning. This includes information such as GCSE scores, notification of SEND, regular effort and attainment grades by subject, mock grades and public examination results.

Reports

Reports are vital in helping student progress and in helping parents and guardians to understand how their daughter or son is progressing. The idea is to report more briefly more often, to keep parents and guardians in the picture. The calendar for the year shows the dates for reporting. Staff must meet deadlines for reports including.

Good reports

- show what a student can do at the time of writing;
- are not solely negative;
- show identify clearly what a student must do to make progress;
- are professional and do not comment on the College or colleagues;
- are not the first mention of problems;
- show that the teacher knows the student well;

Work scrutiny

CMs are responsible for monitoring assessment within their curriculum / programme area and for ensuring that the agreed policies and practices are being carried out by all colleagues in the department. This includes the CM conducting regular work scrutiny to check that students are making appropriate progress and that consistency of practice, with regard to the nature and amount of homework set and the quality and effectiveness of the marking, is being maintained by all colleagues in the department.

Linked policies

- SEND policy
- EAL policy
- Examination Policy