

English and maths Policy

Policy review area	Curriculum
Lead manager	Head of English and Maths
Approval level	TLA
Start date	September 2019
Review cycle	1 year
Next review	August 2020

1. Purpose

1.1 This policy encompasses all English and maths delivery across Greater Brighton Metropolitan College. This includes:

- Adult part time
- 16-18 study programmes
- Apprenticeship standards
- Adult GCSE

There will be separate requirements/expectations where English/maths delivery is supported through third party procurement arrangements. However, quality assurance requirements would sit within the College's responsibilities.

2. Curriculum

2.1 English and maths are a funding requirement and form a mandatory component of 16-18 Study Programmes and apprenticeship frameworks for those students who have not achieved a grade A*-C or 9-4 GCSE in one or both of these subjects. Apprentices on some frameworks are also required to take IT Functional Skills.

2.2 It is the responsibility of the Head of Curriculum to ensure that all students enrolled on English and/or maths have been allocated to a suitable English and/or maths group and that the attendance meets the college target.

2.3 Within Study Programmes and Apprenticeships student timetables should include GCSE and Functional Skills slots where required. English and maths should also be embedded within students' main programme of study.

2.4 It is expected that English and maths outcomes will be integral to curriculum departmental assessment grades.

2.5 For 2018-19 students enrolled on Study Programmes with an iGCSE/GCSE grade A* - C or 9 - 4 in English Language and/or English Literature and maths are exempt from English and maths. Students who hold English and maths iGCSE/GCSE at Grade C/9-4 or above will extend their skills through their programme of study; e.g. through extended projects and presentations or work-related activities.

3. Non-attendance to English and/or maths

In the event of continued nonattendance (2 consecutive weeks) or intermittent attendance patterns (e.g. attends one subject but not the other or attends every other week) a curriculum manager can approve the suspension of the student attendance to the vocational programme until the expected attendance levels to English and/or maths has been met. A welcome letter that is sent to all parents/carers/ of students who attend English and/or maths will advise them of this.

Process for suspension to vocational programme:

- Personal Tutor reviews attendance data and liaises with the relevant English and/or maths tutor
- For students who have not attended, the Personal Tutor to check with Head of ALS for extenuating circumstances
- Personal Tutor presents a case to the curriculum department manager to request a suspension to vocational programme
- The curriculum department manager to approve/decline
- In the event of approval the department manager to meet with parents and follow up with a

- formal letter (template available).
- The register should be marked as A (authorized absence) until expected attendance has been resumed.

The Personal Tutor/named tutor/assessor is responsible for monitoring attendance and reinstating approval for attendance to the vocational part of the study programme.

4. Planning and delivery

- 4.1 Study Programmes - each GCSE will be timetabled for 3 hours per week. Each Functional Skills will be timetabled for 1.5 hours per week. For other English and maths delivery, e.g. Apprenticeships & adult part-time, this will be time tabled in accordance with agreed curriculum planning arrangements.
- 4.2 It is the responsibility of the Head of Curriculum to ensure classroom provision has been suitably allocated for English and maths in June to ensure an effective September start.
- 4.3 Where prior attainment is required for planning Study Programmes, MIS will compile a report, post-enrolment, that shows prior attainment for English and maths by department, student name and age, course code and title. This information will be accessible to curriculum teams. For Apprentices, if there is no certificated evidence of prior attainment BKSB will be used as a level indicator.
- 4.4 For all students on Study Programmes, English and maths induction will take place during tutorials w/c 9 September 2019. This element of the student induction will be co-ordinated by the Head of Curriculum - English and maths.
- 4.5 English and maths delivery will begin week commencing 16 September 2019. Mock and formal examination dates can be found in Appendix 1.

5. Support Mechanisms and Exam Arrangements

- 5.1 All full-time Further Education students will be initially assessed via a range of assessment tools with a view to identifying their English and maths/Additional Learning Support needs. This information is to be shared with all members of the delivery team, including the ALS team, through the ALS Support Profile.
- 5.2 Students will be signposted to website support for English and maths in the e-learning zones and will be able to access Additional Learning Support Drop in sessions on each site if appropriate.
- 5.3 All students will be asked by their maths or English teacher to confirm any previous support they have received for their exams before 29 November 2019. Letters will be sent to parents/carers of students aged 16-18 to advise them of this process.
- 5.4 For students requiring Access Arrangements, (eg extra time or a reader), It is the maths or English teacher's responsibility to refer the student to the Learning Support Department by 29 November 2019 for GCSE for an Access Arrangements Assessment, OR no later than **10 weeks prior** to the exam date for Functional Skills Exams for Functional Skills students. Referrals are to be made using the Referrals are to be made using the ***Tutor referral Form for Student Access Arrangements*** found on the GB Met Google domain; there is a separate one for Brighton and Worthing. Teachers can check first if the student's support needs have been recorded on the Student Support Profile.
- 5.5 If a student is in receipt of an EP report, medical report or JCQ Form 8, and this report is given to the English and maths teacher, it is their responsibility to provide ALS administrator / Access Arrangements Lead with a copy of the report immediately or by the end of December for GCSE exams, and not later than 10 weeks prior to the exam for Functional Skills exams.

6. Quality Assurance

- 6.1 All staff delivering English and maths will be responsible for the delivery, marking, assessment and tracking of Functional Skills and GCSEs. This will be coordinated by the HoC for English and maths. This information will be shared with curriculum teams/managers via Google drive.
- 6.2 All staff delivering English and maths will be responsible for internal quality assurance eg standardisation and verification as well as preparation for external quality assurance.
- 6.3 English and maths progress of students will form part of the Quarterly Performance Review process for each curriculum department. This will include department managers reporting on attendance, retention, intervention and progress (eg mock exam outcomes and completion of progression audits/targets).
- 6.4 All staff delivering English and maths are required to update the action plan and grade tracking on e-Trackr in line with the Quality Calendar for each student and attend Parents' Evenings as appropriate.

7. Functional Skills

- 7.1 Speaking and Listening Skills will be carried out as appropriate by Functional Skills teachers in liaison with curriculum departments.
- 7.2 At Entry Level the assignments will be internally verified by the English and maths Department Internal Verifiers (IVs), and a sample will then be reviewed by the College Lead IV.
- 7.3 For English Speaking and Listening (S&L) at Entry Level, Level 1 and Level 2 for Apprenticeships, the Functional Skills tutor must complete the Speaking and Listening Record Sheets for each student and submit for IV. The College Lead IV for S&L will sample S&L assessments across the College and therefore all evidence must be recorded by the assessor in the Department.
- 7.4 Speaking and Listening assessments should be undertaken in the Autumn Term and forwarded for internal verification. Functional Skills Speaking and Listening will be week commencing 2 December 2019 for non-Apprentices.

Notes:

In exceptional circumstances, students with learning difficulties and/or disabilities may be exempt from Functional Skills in agreement with an Assistant Principal.

Appendix 1

English and maths exams 2019-2020

Functional Skills

Date	English	Maths
Week beginning 25 November 2019	Reading E3, L1 & L2	
Week beginning 3 February 2020	Reading resit	Entry 3 and Level 1 Maths
Week beginning 9 March 2020	Writing E3, Level 1 and Level 2	
Week beginning 16 March 2020		Level 1 Maths resit
Week beginning 11 May 2020	Resits	Resits
Week beginning 22 June 2020	Resits	Resits

GCSE

All examinations will take place in the morning only. Normal timetables resume after the examination.

GCSE Type	Date	Duration
Maths 1	Tues - 19/05/2020	1.5 hours
Maths 2	Thurs - 04/06/2020	1.5 hours
Maths 3	Mon - 8/06/2020	1.5 hours
English 1	Tues - 02/06/2020	1 hour 45 minutes
English 2	Fri - 05/06/2020	1 hour 45 minutes