

Whole School/General

1. **I've forgotten my password/login details/can't access the sites**

If you have forgotten your password/email/google login, please contact the school via the office email. We will then contact you with your logins. The email is office@hollyfield.kingston.sch.uk

Lockdown Specific

1. **How can I contact my teacher if I have a problem?**

You should contact your teacher via Google Classroom. You can choose to either post a comment on the main class stream, or if it is in relation to a specific piece of work, you can submit a comment to them there. They will aim to respond as soon as possible.

2. **How much work should I be doing?**

You should be completing, as a minimum, the same amount of work as you would in your normal lessons, plus additional homework time per week. This means that if you have 2 lessons per week (and each lesson is 50 minutes long) you should be spending 1 hour and 40 minutes on your classwork.

3. **When should I be logging onto Google Classroom?**

Your parents have been sent a schedule of live lessons so you can find out which lessons you need to log into and join in with. You should aim to log onto Google Classroom by 8:50am for period 1 and then follow the timings of the school day for the rest of your lessons. With this in mind, please avoid spending all day on the computer - it is important to give yourself time away from the screen and try different activities: reading, going outside for a walk (if safe), cooking or practising new skills, helping around the house. The list really is endless and balance is very important!

4. **When will my teachers put work onto Google classroom?**

Your teachers will normally put up work by 4:30pm the day before. This means if you have a lesson on Wednesday, your teacher will put up the work for that lesson by 4:30pm on Tuesday.

5. **No work has been put onto Google classroom, what should I do?**

This could be due to a number of reasons. Double check your work from the previous lesson and reread the instructions carefully - was it meant to span over two or more lessons? If so, you may want to double check what you have produced, to see if it reflects the amount of time you should have taken to do it. If this is not the case and you should have had new work to complete in this lesson, but it has not been made available, contact your teacher via Google Classroom.

6. **I don't know how to submit my work**

Mr Blakley has created some videos which might help walk you through some of the more tricky elements of submitting work - start by watching these and see if they help. If you're still struggling, leave a comment for your teacher in Google Classroom and they will try to help you further.

https://www.youtube.com/watch?v=Pcx3AWE1a44&list=PLAAiOQr-gF0VCfr4_mZWenKft2Gr87thr&index=5

7. Do I have to do my work online, or can I do it in my book/on paper?

For the majority of the work set, you will absolutely be able to do this either online or on paper. If you do complete work on paper/in your book, you still need to submit proof of this work being completed, before marking the work as done. The easiest way to do this is to take a photo using your phone and upload it to the assignment. Mr Blakley has created a video to help walk you through this https://www.youtube.com/watch?v=fyEpxi2qam8&list=PLAAiOQr-gF0VCfr4_mZWenKft2Gr87thr&index=7. Of course, this may depend on the type of work your teacher has set, so you may want to double check with your teacher first.

8. I don't have access to the internet.

If this is a temporary issue and you've got some data on your phone, try to contact your Head of Year to let them know. If this is going to be a long term issue, please contact the school as soon as possible so we can provide alternative work and other support as needed.

9. I can't get online regularly as I have to share a device with my family

We understand that this may be the case for quite a few students and would recommend that you may want to look at alternative ways of completing work - perhaps by completing it by hand and uploading photos to the classroom once done. Please try to complete what you can, when you can. If it is the case that you aren't able to get online at all (or for a very limited amount of time) please contact the school and we can provide alternatives, for example paper based work to support.

10. The work my child is being set is taking them too long to complete

Please encourage your child to try and complete as much work as they can in the 50 minute lesson time slot and then stop - a timer or stopwatch may come in handy for this. When setting up online work, it can be hard to judge just how much or how little students may be able to complete, and it is always good practice to have extension tasks just in case students are able to complete work much quicker than we had anticipated, so many teachers are providing a lot of work. That being said, the expectation isn't that students do every single task regardless of time, but rather that they are able to work for 50 minutes. It is also important that your child is completing work in an environment free from distraction, as much as possible, as this will extend the amount of time they spend working.

11. The work my child is being set is too difficult for them to do

Encourage your child to leave a comment for their teacher on the work itself requesting help, as they will then be able to provide direct feedback. Whilst they wait for teacher feedback, it would be best for them to move on and try and do whatever parts of the tasks they can without support.

12. My child's online work is not being marked

Our marking policy should be carrying on during the lockdown so students should be receiving regular feedback. The quantity of this will depend on how many lessons a week that student has in that subject: if a child only has 1 or 2 lessons a week in that subject, then work will be marked in depth once every 3 weeks. If a child has more

than 2 lessons a week in that subject, work will be marked in depth once every 2 weeks. Regardless of the frequency of these marking cycles, the expectation remains the same: the child will receive clear feedback as a 'next steps' detailing what they need to do to improve, moving forward.

13. Who should I contact if there is a school-related problem (eg: school work, family issue, change in circumstance)?

If it is a subject specific problem, it may be quicker to contact the Head of Department or the subject teacher. However, for other concerns the best person to contact would be your child's Head of Year. If you have a safeguarding concern, you should contact Mrs Ward or Mr Ratcliffe, our designated safeguarding leads, as a matter of urgency. You can also email/call the main school line and they may be able to direct you further depending on your query.

14. My child has two subject teachers, but only one is setting the work

In the first instance, start by checking if the amount of work being uploaded is accurate: if your child has 4 lessons a week, and 4 assignments have been created (even if it is by one teacher) it may be that the teachers have come to the agreement that one will be responsible for the entirety of work set for the class. This could be a logistical or technical solution to an issue that has arisen. If your child is not getting the right amount of work, however, please contact the Head of Department, and they will look into this.

15. What specific precautions have been put in place to limit the spread of the virus?

The school site has been through a deep clean and we have limited the areas students are able to access. Furthermore, we have increased the number of sanitisation stations available to all students, and limited access to the school site itself so that only essential personnel are on site at any one time. We are encouraging the use of outside spaces as we know the risk of contamination outside is minimal. Surfaces are cleaned regularly throughout the day and then a deep clean is carried out once students and staff are off site at the end of the day.

16. How will we know if it's safe to return to school?

We are following government guidelines closely and are committed to ensuring the safety and wellbeing of all students and staff, so we would not open the school site unless it were as safe as possible in the current climate. Our detailed risk assessment explains in depth how we have made the site safe, and the precautions we are taking to limit the risk of contamination. Students and staff will be regularly reminded to wash their hands and maintain appropriate social distancing and we are adhering to a strict 'bubble' system, to limit cross contamination.

17. Which year groups will return?

From the 15th of June, students in year 10 will return to school for one day a week, completing lessons in Maths and English (with some sciences, depending on the class).

From the 22nd of June, we will increase the provision to year 12 students for one day a week, allowing students some face to face lesson time with at least one of their subjects.

Sixth form

1. What grades do I need to get into the sixth form?

The minimum entry requirement is 5 GCSEs grade 9-4. Subject specific entry requirements can be found on the website.

2. What happens if I don't get a 4 in English and/or Maths?

Whilst you will still be accepted into the sixth form without a passing grade in Maths or English, you will be expected to attend Resit classes in these subjects. The Resit classes are two periods once a week.

You will resit the subject in the November series. Once the exam has been completed, your resit classes will pause until the results are released in January. If you have not passed the resit, your Resit classes will continue and you will have another attempt at the exams in the summer series.

3. Is there a minimum number of students needed for a subject to run?

It is rare that we would not run a subject for various reasons, such as the number of students enrolled. We do, however, reserve the right not to run a subject for various reasons.

4. How big are the classes?

Class sizes do vary but they generally range from 2 - 20 students -most classes averaging at about 10 students.

5. How many lessons will I have in each subject?

Each subject will have 5 lessons per week. On top of this, students will have an independent study session where they are expected to be on site and working through subject related content, but this is more independent and self directed. Tasks may include researching a topic, writing an essay response, creating revision resources or completing group projects

6. What is the maximum number of subjects I can take?

Students can take up to 4 subjects at A Level, however, we recommend students consider taking 3, as the workload can be quite intense, particularly in year 13 when there is the pressure of exams and coursework.

7. Can I drop a subject at any point in the year?

If students have taken 4 subjects they are encouraged to drop to 3 as soon as possible to focus on those subjects and ensure they are able to complete their work to a high standard. Due to the high expectations and the need for complete focus in subjects, all universities now encourage students to only take 3 subjects. Students do however need to study 3 subjects to be classed as full time students (apart from exceptional circumstances).

8. Can I change my subject choices?

Yes, however, this is decided on a case by case basis and is not an easy decision. We will consult with you in regards to your choices in order to understand why you want to change and how we can support this further. This is to help ensure you are confident in making the right decision.

9. Can I do AS levels?

We no longer sit AS papers but do our own internal examinations at the end of year 12. However if a student wanted to sit an AS exam independently we could help with the organisation of this.

10. What learning support is available in the 6th form?

Our provision for 6th form is dependent entirely upon the students and their needs. All students with SEND have an Individual Provision Map which is distributed to all their teachers. This is a document outlining their needs and the strategies and provision to meet those needs in the classroom. Any Exam Access Arrangements students had from KS4 are rolled over into KS5. For students who have stayed on at Hollyfield into Sixth Form, this will require no further assessment (under the current JCQ regulations, which are subject to annual updates and changes), but may require the student to provide further evidence of the use of extra time (by using green pen or bold type in assessments and PPEs). Students joining Hollyfield Sixth Form from other schools may need to be re-assessed by the school's qualified AA assessor, and these students should provide evidence of prior Access Arrangements from their previous school on enrolment in the Sixth Form.

Students are permitted to bring in laptops, tablets or other devices from home to use in lessons, if prior need has been established. Examples might include: students with dyspraxia or dyslexia who struggle to produce legible handwriting using laptops in lessons; students with visual impairments or working memory difficulties using recording devices to record audio from lessons to reduce the burden of note-taking. Students who use enlarged papers, coloured papers or coloured overlays (due to VI, dyslexia etc) will continue to receive this provision in KS5. Again, students joining Hollyfield Sixth Form from other schools should provide evidence of this on enrolment in the Sixth Form

KS3

1. Are there interventions for KS3?

Some subjects do run homework clubs and after school support sessions for KS3 students. Please check the ebulletin for any after school clubs, or contact the Head of Department for further support.

2. My child needs help completing their homework - who should they contact?

The first person to speak to would be their teacher - they will be able to offer them some more guidance on the tasks being set. The important thing is that your child speaks to their teacher before the work is due, so as not to risk getting detentions for incomplete homework. If their subject teacher is not available, they could also

approach their form tutor or the Head of Department for some further support and guidance.

KS4

1. When are the GCSEs?

The GCSEs normally span a 6 week period from early May to late June, with half term in between.

2. How many subjects will my child take at GCSE?

As a minimum, your child will take 8 GCSEs, including Maths, English and Science (either combined or separate sciences) as well as their humanities/arts/MFL options made in year 9.

3. When will my child know their GCSE timetable?

The usual procedure is that your child will receive a provisional timetable in early February.

4. When do interventions start?

This is dependent on the individual subjects. Your child's teachers will communicate with them in regards to when interventions start. Though some do begin as early as September, the majority tend to pick up towards the end of the Autumn term and into the beginning of the Spring term.

5. How long are interventions?

This is subject specific and does depend on what is being completed in the interventions as practical interventions may take longer than subject content catch up sessions.

6. Are interventions only held after school?

Most subjects run interventions after school, as there is more time available to hold longer sessions, however, some departments do run morning sessions before school, as well as lunchtime interventions.

7. My child can't attend an intervention due to an outside commitment, can they rearrange?

Please encourage your child to speak to their teacher as this will depend on their teacher's timetable capacity and any other external factors. It may be that if they cannot offer another time to meet with your child, they can guide them to some independent revision and support.

8. What are PPEs?

PPEs are pre-public exams. These are exams that mimic the final summer exams, allowing students to truly experience and understand what they will be expected to do during the summer exams. This is the perfect opportunity for your child to practise their exam timings and techniques, as well as begin to develop an understanding of their own mindset prior to exams. They help teachers diagnose any areas for concern and further guide their planning of subsequent lessons.

9. How many mocks will my child do, and when are they?

We are currently reviewing when the mock exams will be set.

10. My child would like to do a GCSE in a subject you don't offer - can they apply as a private candidate?

Yes - however, the school will need to approve it and it must not have a coursework/non-exam assessment (NEA) part. In the first instance, please contact the Head of Year who can give you some more guidance.

11. My child is fluent in another language - can they do a GCSE in this language? Who should I contact about this?

This may be possible, if a GCSE is offered in that language. Please contact Mr Williams, Head of MFL as he is in charge of Community Languages - the organisation of GCSEs for students who speak other languages not on offer at the school. We have had some very successful results in community languages such as Italian, Russian and Arabic.

12. Can my child drop an option subject?

We rarely allow students to drop a subject except in exceptional circumstances. Please contact the Head of Year to discuss why your child would like to drop the subject and we can discuss the options available, for example, if it is due to difficulty, we can look at improving the support your child receives in order to help them achieve their potential.

13. How many GCSEs does my child need to go to college?

This will depend entirely on the college, but most require a minimum of 5 GCSEs grades 9-4, including English and Maths. Some may require higher grades in the subjects your child is interested in taking at sixth form. Remember, all colleges and sixth forms require students to have at least a pass (grade 4) in English and Maths.

14. What happens if my child does not obtain a grade 4 in Maths and/or English?

This is dependent on the individual colleges and sixth forms, but normally they will either not allow your child to study there, or they will require your child to complete extra Maths or English lessons and then resit the exam in November. If they do not pass the second attempt, they may be required to continue taking the extra lessons and sit the exam again during the following summer series. If you are worried this may be a possibility, we recommend contacting the individual colleges for more information, and contact the Head of English or Maths for further guidance.

15. What is the difference between grades 4 and 5?

According to the DfE, a grade 4 is a 'pass', while a grade 5 is a 'strong pass'. Though a 4 is technically a passing grade, many colleges and sixth forms want students to have grade 5 in Maths and English as a minimum, as well as in the subjects they plan to take at A Level, if these were offered at GCSE. Achieving a grade 5 as a minimum can also improve students' opportunities post sixth form, if they are interested in going to University or higher education.

16. How should my child revise for the exams?

We recommend that students start revising for their exams as early as possible. It's important that they do not leave all of their revision to the last minute, as cramming is not only going to increase stress levels and affect mental health, but has been proven to be ineffective according to research. The best way to revise is in small chunks, spaced out over the year. Students should actively engage in their revision. Some ways to do this include: completing practise questions; rewriting out notes in their own words; simplifying their notes; creating revision cards and using these to quiz and test themselves; discussing material with parents/carers/siblings; going back through their school books and responding to teacher feedback. Students should avoid passively revising as this isn't as effective. Passive revision includes things like rereading material over and over or highlighting large passages of writing and not doing anything with it. With regards to specific subject revision, please encourage your child to speak to their subject teachers, as they will be able to give them more support and guidance. Please also refer to our revision guide for parents.

KS4 Subject Specific

Art

Exam board: AQA

Number of papers: 2

Title and duration of each paper:

2 Coursework projects (60%) - 'All You Can Eat' and 'Essence of the City' - completed over 4 terms;

Exam (40%) - completed over 10 weeks

Number of lessons per week: 3

Biology (Separate Sciences)

Exam board: AQA

Number of papers: 2

Title and duration of each paper:

Paper 1: Topics 1-4 (1 hour 45 mins)

Paper 2: Topics 5-7 (1 hour 45 mins)

Number of lessons per week: 5 lessons shared between all three sciences

Business

Exam board: Edexcel

Number of papers: 2

Title and duration of each paper:

Paper 1: Investigating Small Business (1 hour 30 mins)

Paper 2: Building a Business (1 hour 30 minutes)

Number of lessons per week: 3

Combined Science

Exam board: Edexcel

Number of papers: 6

Title and duration of each paper:

Paper 1: Biology 1 (1 hour 10 mins)

Paper 2: Biology 2 (1 hour 10 mins)

Paper 3: Chemistry 1 (1 hour 10 mins)

Paper 4: Chemistry 2 (1 hour 10 mins)

Paper 5: Physics 1 (1 hour 10 mins)

Paper 6: Physics 2 (1 hour 10 mins)

Number of lessons per week: 5 lessons shared between all three sciences

Chemistry (Separate Sciences)

Exam board: AQA

Number of papers: 2

Title and duration of each paper:

Paper 1: Topics 1-5 (1 hour 45 mins)

Paper 2: Topics 6-10 (1 hour 45 mins)

Number of lessons per week: 5 lessons shared between all three sciences

Computer Science

Exam board: WJEC/EDUQAS

Number of papers: 2

Title and duration of each paper:

Component 1: Understanding Computer Science (1 hour 45 mins)

Component 2: Computer Programming (2 hours)

Number of lessons per week: 3

Drama

Exam board: AQA

Number of papers: 1 written paper, 2 performance components

Title and duration of each paper:

Component 1: Understanding Drama (1 hour 45 mins)

Component 2: Devising Drama (Performance practical)

Component 3: Texts in Practice (Performance practical)

Number of lessons per week: 3

DT - Food and Nutrition

Exam board: AQA

Number of papers: 1 written paper, 1 coursework piece

Title and duration of each paper:

Paper 1: Food Nutrition and Prep (1 hour 45 minutes)

Paper 2: Food investigation (coursework)

Number of lessons per week: 3

DT - Product Design

Exam board: AQA

Number of papers: 1 written paper, 1 coursework piece

Title and duration of each paper:

Paper 1: Technical Principles (2 hours)

Paper 2: Controlled Assessment

Number of lessons per week: 3

DT - Textiles

Exam board: AQA

Number of papers: 1 written paper, 1 coursework piece

Title and duration of each paper:

Paper 1: Technical Principles (2 hours)

Paper 2: Controlled Assessment

Number of lessons per week: 3

English Language

Exam board: AQA

Number of papers: 2

Title and duration of each paper:

Paper 1: Explorations in Creative Reading and Writing - (1 hour 45 mins);

Paper 2: Writer's Viewpoints and Perspectives - (1 hour 45 minutes)

Number of lessons per week: 5 lessons shared between language and literature

English Literature

Exam board: AQA

Number of papers: 2

Title and duration of each paper:

Paper 1: Shakespeare and the 19th Century Novel (1 hour 45 mins);

Paper 2: Modern Texts and Poetry (2 hours 15 minutes)

Number of lessons per week: 5 lessons shared between language and literature

French

Exam board: Edexcel

Number of papers: 4

Title and duration of each paper:

Paper 1: Listening & understanding in French (H:45mins, F: 35mins),

Paper 2: Speaking in French (H: 10-12mins, F: 7-9mins)

Paper 3: Reading & understanding in French (H: 60mins, F: 45mins)

Paper 4: Writing in French (H: 80mins, F: 70mins)

Number of lessons per week: 3

Geography

Exam board: AQA

Number of papers: 3

Title and duration of each paper:

Paper 1: Living with the Physical Environment (1 hour 30mins);

Paper 2: Challenges in the Human Environment (1 hour 30mins);

Paper 3: Geographical Applications (1hour 15mins)

Number of lessons per week: 3

History

Exam board: Edexcel

Number of papers: 3

Title and duration of each paper:

Paper 1: Medicine in Britain c1250-present and the British sector of the Western Front (1 hour 15 mins);

Paper 2: Earl Elizabethan England plus Superpower Relations and the Cold War 1941-1991 (1 hour 45 minutes);

Paper 3: Weimar and Nazi Germany 1919-39 (1 hour and 20 minutes)

Number of lessons per week: 3

Maths

Exam board: Edexcel

Number of papers: 3

Title and duration of each paper:

Paper 1: Non-Calculator (1hour 20mins);

Paper 2: Calculator (1 Hour 20 mins)

Paper 3: Calculation (1hour 20mins)

Number of lessons per week: 5

Media

Exam board: AQA

Number of papers: 2

Title and duration of each paper:

Media 1 (1 hour 30 mins)

Media 2 (1 hour 30 mins)

Non-exam Assessment - creating a media product

Number of lessons per week: 3

Music

Exam board: Edexcel

Number of papers: 2 Non-exam assessment components (coursework), 1 written exam

Title and duration of each paper:

Component 1: Performing - one solo and one ensemble (coursework)

Component 2: Composing - two compositions (coursework)

Component 3: Appraising (written exam - 1 hour 45 minutes)

Number of lessons per week: 3

PE

Exam board: AQA

Number of papers: 2 written papers, 1 coursework component

Title and duration of each paper:

Paper 1: The human body and movement in physical activity and sport (1 hour 15 mins)

Paper 2: Socio-cultural influences and well-being in physical activity and sport (1 hour 15 mins)

Non-exam assessment: Practical performance in physical activity and sport

Number of lessons per week: 3

Physics (Separate Sciences)

Exam board: AQA

Number of papers: 2

Title and duration of each paper:

Paper 1: Topics 1-4 (1 hour 45 mins)

Paper 2: Topics 5-8 (1 hour 45 mins)

Number of lessons per week: 5 lessons shared between all three sciences

RE

Exam board: Edexcel

Number of papers: 2

Title and duration of each paper:

Paper 1: Religion, Peace and Conflict (1 hour 45 mins)

Paper 2: Religion, Philosophy and Social Justice (1 hour 45 mins)

Number of lessons per week: 3

Spanish

Exam board: Edexcel

Number of papers: 4

Title and duration of each paper:

Paper 1: Listening & understanding in Spanish (H:45mins, F: 35mins),

Paper 2: Speaking in Spanish (H: 10-12mins, F: 7-9mins)

Paper 3: Reading & understanding in Spanish (H: 60mins, F: 45mins)

Paper 4: Writing in Spanish (H: 80mins, F: 70mins)

Number of lessons per week: 3