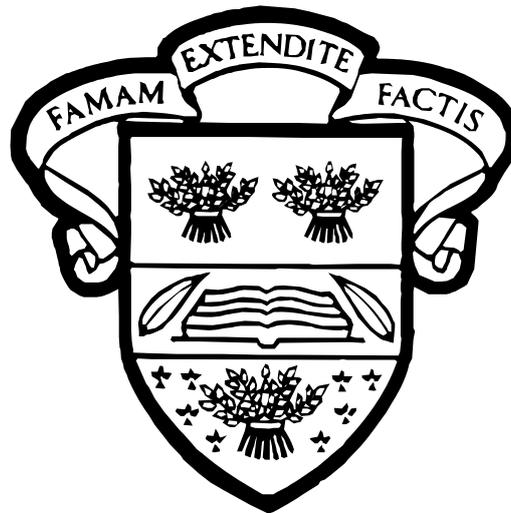


ELLON ACADEMY



S4 GUIDELINES FOR PARENTS & STUDENTS

SESSION 2019 – 2020



January 2019

Dear Parents / Carers and Students,

Parents/Carers

This Course Choice Booklet is designed to help you and your son / daughter make decisions about next year's course choices. It gives details of the National Courses being offered to S4 students next session.

The fourth year is the first year of the Senior Phase of Curriculum for Excellence and is a vital step in a student's education. National statistics place Ellon Academy's attainment above the average attainment of Scottish schools. To continue with such high academic standards, we expect our students to be highly motivated, have a desire to learn and demonstrate a commitment to self-study. In return, each student, whatever their academic ability, can expect a first class educational experience at Ellon Academy.

Ellon Academy provides students with the opportunity to experience academic success and the prospect of broader achievement. Our school aims focus on preparing students for life beyond school. As well as good academic qualifications, employers, colleges and universities often look for students to be self-motivated, reliable and committed to the broader opportunities available in the senior phase of the school.

At the Parents' Information Evening on Monday 14th January 2019 there is an opportunity to expand on a number of the above themes and find out more about being a student in S4.

S4 Students

I hope this Course Choice Booklet will help you choose the most appropriate courses for your fourth year. Remember this is the beginning of the Senior Phase which can last up to three years. Thinking ahead you may wish to consider which pathway is the most appropriate for you. There is a wide range of subjects on offer, but you must understand that some courses will only run if there is sufficient demand or resources.

Remember, working hard and achieving as much as you can from your studies, will be one of the best ways of preparing for your future.

If you have any queries or questions about the broader senior school experience at Ellon Academy, please do not hesitate to ask.

Yours sincerely

Mrs E Henderson
Depute Rector

INTRODUCTION – CHOOSING YOUR PATHWAY

Factors to Consider

- ❖ Level of achievement gained during S1 – 3 of the Broad General.
- ❖ Which subjects are necessary for a chosen career?
- ❖ If no specific career in mind then choice of subject must be diverse enough to leave options open.
- ❖ Remember that this may be the first of three years in the Senior Phase, think about what you may wish to study in the year(s) following S4
- ❖ Subject choice must be negotiated between students, parents, Principal Teachers and Guidance Teacher.
- ❖ The level of presentation ie National 2/3/4/5 will be determined by your progress in S3. Discuss with your class teacher if you are unsure about the appropriate level.

CHOOSING SUBJECTS

In S4 a student's commitment must be 100%. More is expected in terms of the time taken to study subjects in greater depth, carry out research and produce pieces of work done outwith class. It is vital that the available time is used productively. Students have a Study Planner to enable planning to take place. This is also a means of carrying information on assessments, staff comments etc. to parents and of parents communicating with staff. Using the support which is available within the school and individual faculties will allow you to consolidate the work covered in class.

As you begin the Senior Phase more responsibility will be given to you for aspects of your progress, this is one of the key characteristics of the Senior School.

- ❖ Planning when you will study and how you will ensure coverage of all subjects
- ❖ Further study / homework completed out of school
- ❖ Communication of progress to parents via the Study Planner.

SUBJECT OUTLINES

This booklet contains basic information on the subjects and levels offered in each Faculty. At Subject Choice time, through discussion with class teachers further information about S4 courses will be shared. A list of subjects offered is contained in this booklet. Once the decision has been made with regard to subject choice, teachers should be approached to sign the recommendation. Teachers will give an impartial recommendation for future study based on evidence so far. Faculty staff will sign the appropriate section on the reverse of the Subject Choice Form.

CHOICE FORM

A subject choice form will be issued separately from this booklet which should be completed for session 2019 - 2020. This year, we have extended the period during which choices are made, this will allow adequate time for discussion between pupils, parents/carers and staff.

The level of presentation which is recommended for each pupil for each course will be based on prior knowledge and skills along with progress and achievement in the Broad General Education. Unless there are exceptional circumstances, the level of presentation will remain in place until the end of S4.

S4 AT ELLON ACADEMY

S4 CURRICULUM

All Students in S4 are expected to follow a balanced curriculum.

In a 32 period week S4 students will have 28 subject periods accounted for (i.e. 7 subjects). In S4 the other four periods are allocated to PSE, PE and RME.

LEVELS

The majority of courses offered are certified by the Scottish Qualifications Authority (SQA).

- ❖ National 2,3,4,5

Other courses offered are certified through

- ❖ Caledonian Award

SQA National Qualifications

In September 2016 the Deputy First Minister announced changes to National Courses which were agreed by the Curriculum for Excellence Management Board.

As a result Unit assessments for National 5, Higher, and Advanced Higher were removed and are no longer a requirement to achieve an overall course award. The mandatory content of courses did not change but course assessments were amended.

The SQA reviewed how each course was assessed and considered whether an exam and/or coursework needed to be amended to ensure that the full content of the course was assessed.

The revised course assessments for National 5 Courses are detailed in each individual subject descriptors. These will be available for use in PSE classes and with Guidance Teachers as part of the subject choice process and will also be available on GLOW.

STUDENT RESPONSIBILITIES

Pupils entering S4 are embarking on the first stage of the Senior Phase and there is an expectation that students accept responsibility for their conduct and engage fully in their learning.

- ❖ A full attendance at all timetabled classes is essential if success is to be achieved at this level. All appointments, if they have to be in school time, should be kept to a minimum
- ❖ A positive attitude to work is essential. If students are not prepared to give 100% effort, there will be an impact on their potential achievement
- ❖ Students must be punctual.
- ❖ Senior pupils are expected to set good examples for the younger pupils in terms of dress and behaviour.

HOMEWORK

In S4, due to the length of the courses and the greater depth of knowledge required, there will always be homework. Study Planners (already mentioned) must be used regularly and efficiently. Targets may be set by departments to help a student's study programme.

Each school faculty will outline their homework requirements as pupils embark on courses but, in general, pupils in S4, should spend between one and two hours each 'week night' on work at home.

Most Faculties offer "drop-in sessions" throughout the year to support students in their learning and progress. Any pupil who has difficulty with their homework can attend these sessions or attend the Homework Club which takes place every lunchtime in the Library. We encourage pupils to make use of this facility. Pupils, who regularly miss homework deadlines, will be referred by the teacher to the lunchtime Homework Club. At this stage you will have been notified through the use of the Pupil Organiser, by text or by letter.

Pupils will always have work to be done at home - it is not just about tasks set by the teacher. The purposes of homework are many and varied but should include:

- ❖ Consolidating work done in class to ensure it is understood.
- ❖ Tidying up notes etc. which will help students to understand them better.
- ❖ Broadening understanding through further research and investigation.
- ❖ Carrying out research in good time for up-coming projects.
- ❖ Revising topics already covered.
- ❖ Completing set work.
- ❖ Planning to meet homework/investigation deadlines.
- ❖ Catching up work missed through absences, appointments etc.

Pupils can also access the Ellon Academy GLOW site where a variety of resources and revision materials can be found.

Parent/carers can ensure that their children are keeping up to date with their work by checking the Organiser on a regular basis. This organiser has been issued to each pupil should be used for:

- noting down work given
- planning everyday work
- setting targets
- planning larger tasks over time.

COURSES OFFERED FOR 2019/2020

IMPORTANT NOTE:

The following section of this booklet, lists the proposed courses and levels for 2019/2020. The list can only be provisional at this stage. It will be updated if necessary and pupils will be notified.

AS ALWAYS COURSES WILL DEPEND ON STUDENT UPTAKE AND STAFFING

Choices should be made on the basis of the students' future career aspirations, interest and subject strengths. Details of courses and entry levels must be considered and discussions with teaching and Guidance staff will help identify the most appropriate pathways for each individual. Principal Teachers, or their representatives, will sign the choice form which should also be signed by Parents/Carers and Guidance Teachers to enable a suitable set of subjects to be chosen.

Guidance Teachers will not confirm choices without signed sheets.

COURSE CHOICE 2019 - 20			
FACULTY	COURSE TITLE	LEVEL	CHOICE
CREATIVE ARTS	Art & Design Creative Industries Drama Music Music Technology	National 4/5 National 4/5 National 4/5 National 4/5/Higher National 4/5	
BUSINESS EDUCATION	Accounting Administration and I.T. Business Management	National 5 National 3/4/5 National 5 / Higher	
ENGLISH	Media	National 4/5	

HEALTH & WELLBEING	Hospitality Health & Food Technology Physical Education (Traditional) Physical Education (Creative & Aesthetic)	National 4/5 National 5 National 4/5 / Higher National 4/5	
HUMANITIES	Geography History Modern Studies Religious Moral & Philosophical Studies	National 3/4/5 National 3/4/5 National 3/4/5 National 5	
MODERN LANGUAGES	French German Spanish	National 4/5 National 4/5 National 4/5	
SCIENCE	Science in the Environment Biology Chemistry Physics	National 2 National 4/5 National 4/5 National 4/5	
TECHNICAL	Practical Craft Skills Engineering Science Graphic Communication Practical Metalworking Practical Woodworking	National 3 National 4/5 National 4/5 National 4/5 National 4/5	
SUPPORT FOR LEARNING	Certificate of ASDAN	National 1/2	

SAMPLE COURSE OUTLINE – NATIONAL 5

NATIONAL 5	COURSE TITLE: ADMINISTRATION AND IT
Brief Outline of Course:	<p>This course allows pupils to use a range of software packages and illustrates how they could be used in school, at home and in the workplace.</p> <p>Pupils will also find out about:</p> <ul style="list-style-type: none"> • the key role of an administrator • the importance of customer care • legislation and how it impacts on the business and its staff.
Recommended Entry: Prior Learning	<p>Level 4 Administration and IT</p> <p>However, this course is suitable for all pupils who have an interest in the use of different software packages in order to complete tasks.</p>
Recommended Entry: Skills	<p>Learners will be expected to have a reasonable level of numeracy and literacy to succeed in this course. Pupils should be also be confident with IT.</p>
Skills Developed throughout Course:	<p>This course is practical in nature and allows pupils to develop their IT skills to a level where they are competent in organising, managing and communicating information. Pupils will then use these skills to carry out administrative tasks necessary to organise/support business. For example, event management, travel planning, etc.</p>
Assessment:	<p>To gain the full course award, pupils will complete the Course Assignment, which constitutes 58% of available marks. The external exam is set by the SQA and constitutes 42% of available marks.</p>
Progression Pathway	<p>Higher Administration and IT</p> <p>Throughout this course, pupils will develop transferable skills that will assist them in other subjects and when they move from school to further/higher education and into employment.</p> <p>Specific careers which are appropriate to Administration and IT include:</p> <ul style="list-style-type: none"> • any job where the employee needs to be IT literate • PA/secretarial • general office • reception • management.

SAMPLE COURSE OUTLINE – NATIONAL 4

National 4	Course Title: Biology
Brief Outline of Course:	<p>Cell Biology</p> <ul style="list-style-type: none"> ◆ Cell processes; Cell Uses ◆ Micro-organisms; Biological basis of inheritance. <p>Multicellular Organisms</p> <ul style="list-style-type: none"> ◆ Cells in organisms; Biological processes ◆ Defence mechanisms; Reproduction. <p>Life on Earth</p> <ul style="list-style-type: none"> ◆ Interdependence of organisms ◆ Energy and nutrient cycles ◆ Behaviour. <p>Added Value Unit</p> <ul style="list-style-type: none"> ◆ Investigate a topical issue in biology ◆ Apply biological understanding.
Recommended Entry: Prior Learning	Faculty of Science recommendation based on progress throughout S1 to S3 Science.
Recommended Entry: Skills	<p>Literacy: recommendation to study at National 3/4 level.</p> <p>Numeracy: recommendation to study at National 3/4 level.</p>
Skills Developed throughout Course:	<p>This course aims to develop</p> <ul style="list-style-type: none"> ◆ Scientific and analytical thinking skills ◆ Numeracy ◆ Problem solving skills ◆ Practical skills ◆ An understanding of biological issues ◆ Knowledge and understanding of biological concepts ◆ Knowledge of applications of biology in society.
Assessment:	<p>Pupil progress is constantly monitored throughout the course by performance in class work and homework. Regular class tests assess knowledge and understanding, and skills. The assessment of practical abilities contributes towards the assessment in some units. All SQA assessments must be passed in order to obtain a course award.</p>
Progression Pathways:	<p>National 5 Biology OR Further study, employment or training.</p> <p>National 4 Biology is useful to pupils considering a wide variety of courses and careers requiring some knowledge of biology e.g. Agriculture, Forestry, Hair-dressing.</p>



ELLON ACADEMY S3 OPTON CHOICE 'REFRESH' FOR S4 IN SESSION 2019-2020
 Please return to your Guidance Teacher by **Friday 15 February 2019**



Pupil Name:

Class:

Date:

Choice A	Choice B	Choice C	Choice D	Choice E	CORE SUBJECTS	
National 3 and National 2 Courses						
N2 SCIENCE IN THE ENVIRONMENT	N3 ADMINISTRATION & IT	ASDAN	N3 HISTORY	NPA CREATIVE INDUSTRIES	ENGLISH MATHEMATICS PERSONAL AND SOCIAL EDUCATION PHYSICAL EDUCATION RELIGIOUS AND MORAL EDUCATION	
National 5 and National 4 Courses						
N5/4 ART & DESIGN	N5/4 ADMINISTRATION & IT	N5/4 ART & DESIGN	N5/4 ART & DESIGN	N5/4 ACCOUNTING		
N4 BIOLOGY	N4 BIOLOGY	N5 BIOLOGY	N5 BIOLOGY	N5/4 ART & DESIGN		
N5/4 BUSINESS MANAGEMENT	N5 BIOLOGY	N5 CHEMISTRY	N5 CHEMISTRY	N5 BIOLOGY		
N4 CHEMISTRY	N5 CHEMISTRY	N5 ENGINEERING SCIENCE	N5/4 GERMAN	N5 CHEMISTRY		
N5 CHEMISTRY	N5/4 DRAMA	N5/4 FRENCH	N5/4 GEOGRAPHY	N5/4 ENGINEERING SCIENCE		
N5/4 GRAPHIC COMMUNICATION	N5/4 FRENCH	N5/4 GEOGRAPHY	N5/4 GRAPHIC COMMUNICATION	N5/4 HISTORY		
N5 HEALTH & FOOD TECHNOLOGY	N5/4 HISTORY	N5/4 HOSPITALITY	N5/4 HOSPITALITY	N5/4 MODERN STUDIES		
N5/4 HISTORY	N5/4 HOSPITALITY	N5/4 MODERN STUDIES	N5/4 MODERN STUDIES	N4 PHYSICS		
N5/4 MODERN STUDIES	N5/4 MUSIC TECHNOLOGY	N5/4 PHYSICAL EDUCATION (TRAD)	N5/4 PHYSICAL EDUCATION (CRE)	N5 PHYSICS		
N5/4 MUSIC	N5/4 PHYSICAL EDUCATION (TRAD)	N4 PHYSICS	N5 PHYSICS	N5/4 PRACTICAL METALWORKING		
N5/4 PHYSICAL EDUCATION (TRAD)	N5 PHYSICS			N5/4 SPANISH		
N5 PHYSICS						
N5/4 PRACTICAL WOODWORKING						

All pupils will study the CORE SUBJECTS listed in the right hand column (above). Starting with your other S3 subjects, circle the five other subjects you would like to study next year in S4 (one choice per column). Please note: Any subject 'dropped' at the end of S3 can again be taken when you choose your courses for S5 or S6. In almost all cases you will continue with French or German as your 'Choice B/C/D' option.

Pupil Signature: _____ Parent/Carer Signature: _____ PTG Signature: _____

RECOMMENDATIONS FOR S4

COLUMN	SUBJECT	LEVEL	PT SIGNATURE	COMMENT
A				
B				
C				
D				
E				

RESERVE CHOICE

Planning to stay for S5

YES/NO/NOT SURE

Planning to stay for S5 and S6

YES/NO/NOT SURE

S5 Christmas Leaver

Exceptional College Entry Applicant

Thoughts on subjects for S5

COMMENTS