

# Welcome to Key Stage 4 Pack

## 1. Welcome Letter

Dear families,

As your child begins the important transition into Key Stage 4, I would like to warmly welcome you all to what will be a significant and exciting stage of their education. GCSEs mark the beginning of a crucial journey – one that will shape future choices and open the doors to further education, apprenticeships, or employment. It's a journey that we will walk together, grounded in the core values of our school: community, integrity, and resilience.

Our staff are fully committed to supporting every student to reach their full potential. To that end, we ask for your ongoing partnership and support. When students, parents, and teachers work together, the results can be transformative. Encouragement at home, support with routines, and communication with school all help reinforce a shared message: that hard work, effort and focus matter deeply.

We know that GCSEs can feel daunting at times, but rest assured we have a range of support in place to help each student thrive. In Key Stage 4, independent homework and revision become even more important in order to consolidate learning. Homework Support Clubs are available to all students and offer a calm, focused environment for completing homework. Attendance is optional unless we become concerned about a student's homework completion, in which case we will expect them to attend regularly. Some subjects also offer revision and intervention support during lunchtimes or after school. Details of this will be made available throughout the school year.

Additionally, we want to underline the importance of excellent attendance and punctuality. Every lesson counts. Students who attend regularly and arrive on time are far more likely to achieve their potential. Please help us by ensuring your child is in school and ready to learn every day.

Key Stage 4 is a time of challenge, growth, and opportunity. With the right support from school and home, and a commitment to our shared values, we are confident that all students can make this a year to be proud of.

We look forward to working closely with you over the coming months.

With warmest regards,

Mr L Fenn-Griffin  
Headteacher

## 2. Overview of Key Stage 4

Subject	Pathway (GCSE or Vocational)	Exam Board
English Literature	GCSE	AQA
English Language	GCSE	AQA
Mathematics	GCSE	AQA
Science (Double Award)	GCSE	AQA
History	GCSE	EdExcel
Geography	GCSE	AQA
Computer Science	GCSE	OCR
Spanish	GCSE	AQA
French	GCSE	AQA
Art	GCSE	AQA
Business Studies	GCSE	EdExcel
Sport Science	Cambridge National - Vocational	OCR
Health and Social	Btec - Vocational	EdExcel
IT	Btec - Vocational	EdExcel
PSHE - non examined	N/A	N/A
PE - non examined	N/A	N/A

### Grading System

Current	Old
9	
8	A <sup>+</sup>
7	A
6	B
5	
4	C
3	D
2	E
1	F
	G
U	U

### 3. Expectations & Routines

#### Uniform

Years 7–11 All-Weather Uniform (effective Sept 2025) :

- School Blazer (black or blue) to be worn with or without plain black jumper or cardigan
- Plain white shirt, tucked in, top button done up
- School tie, attached to the top button of the shirt
- Plain full length, black, tailored trousers, black tailored shorts or pleated skirt with school logo to be worn with black tights. Skirt not rolled up.
- Plain knee length, black, tailored shorts.
- Ankle socks

#### Permitted Alternatives

- Plain black shalwar
- Black or white kameez
- Black or blue dupatta or hijab – ties must still be worn

#### Acceptable Shoes

- Plain black leather or leather style shoes
- When selecting school shoes, ensure they are appropriate for an office setting.
- Trainer-style shoes are not acceptable as school shoes.

#### Not Permitted:

- Leggings, jeggings, cropped trousers, hoodies, coloured t-shirts under shirts, visible logos
- Hairstyles with shaved patterns or unnatural colours; only discrete makeup and minimal jewellery (max one pair of stud earrings or one nose stud)

Enforcement: Uniform checks daily; violations may result in a 30 minute detention. Persistent issues will be escalates to Head of Year involvement.

Pre-loved uniform is available through the school's admission team - contact

[admissions@paget.staffs.sch.uk](mailto:admissions@paget.staffs.sch.uk)

#### Daily Equipment

Students are expected to be fully prepared for all lessons by having the correct equipment with them at all times. Failure to bring the required equipment will result in an **S1 (30-minute breaktime detention)**.

The essential equipment students must have includes:

- **School Bag** such as a backpack large enough to accommodate an A4 ring binder

A clear pencil case which will need a minimum of:

- 3 or more black pens for written work
- 2 or more pencils for graphs and other drawing
- Coloured pencils
- Gluestick
- Scientific Calculator
- Ruler, preferably 30cm and in good condition
- Rubber
- Sharpener
- Highlighter pens

## **Attendance Policy**

Reporting absences: If your child is unwell, please call 01283 248800 (Option 1) before 08:45 am to notify the school and everyday thereafter school must be notified. Students are required to attend 190 days per school year. The school aims to keep absence below 3%, which equates to missing a maximum of 5½ days or 33 hours of learning.

- Tracking attendance: You can view attendance rates via the Arbor portal.
- Support for improvement: Pastoral staff are available to help families address attendance challenges and promote consistent participation.

## 4. Study Skills & Organisation Tools

### Homework

#### 1. Purpose & Structure

- According to the Education Endowment Foundation (EEF), secondary students who complete homework make, on average, 5 extra months of progress compared to those who don't
- A UK Dept for Education study found that Year 10 students dedicating 2–3 hours weekly were almost 10× more likely to earn 5 GCSEs at grades 9–5 than those doing no homework
- Homework is set consistently across subjects at Paget, reinforcing learning, promoting independent study, and preparing for GCSE exams.
- Assignments range from subject-specific tasks and reading to exam-style practice and revision.

#### 2. Time Expectations

- Guided by national practice, Paget likely expects 1.5–2.5 hours per subject per week at KS4. This aligns with recommended amounts for GCSE-level study.

#### 3. Tracking & Feedback

- Teachers monitor completion, with missed homework leading to detention or support sessions.
- Students may receive feedback through quizzes, peer review, discussions, and written comments.

#### 4. Support Systems

- The school offers daily homework clubs and pastoral support to overcome barriers such as lack of quiet workspace or resources.

Please see our full homework policy for further information.

### Time Management & Beating Procrastination

Key Stage 4 is a busy and important time – you'll be juggling multiple subjects, coursework, revision, and extracurricular activities. Getting organised early will make your life easier and help you succeed.

Good time management helps you:

- Stay on top of homework and deadlines
- Avoid last-minute stress
- Make time for revision, hobbies, and rest
- Feel more in control of your learning

#### Top Time Management Tips

- Use a planner or app: write down homework, deadlines, and revision tasks. Whether you prefer a physical planner or an app – find what works for you.
- Break big tasks into smaller steps: big projects feel less overwhelming when you divide them into chunks. For example: "Revise for Science test" → Make flashcards, Review notes, Practise questions
- Set realistic daily goals: aim to complete 2–3 key tasks a day. Don't overload your to-do list – it's better to complete a few things well than feel guilty about a long list.
- Use a study routine: set regular times for homework and revision.
- Limit distractions: put your phone on "Do Not Disturb" or in another room while studying.
- Plan ahead for busy weeks: look at your week ahead – if you know you've got a club or event on one night, plan extra time elsewhere.

Remember: You don't need to be perfect – just consistent. Small steps every day will build towards big progress. If you ever feel stuck or overwhelmed, talk to a teacher, tutor, or family member. Support is always available.

### **The Paget Way To Revise**

To support effective revision, we promote retrieval practice – a proven method that helps students strengthen memory and deepen understanding. At our school, we use the **Paget Way To Revise**, which includes four key strategies:

- **Flashcards** (using systems like Leitner to prioritise what needs more practice)
- **Quizzes**, including online tools to self-check understanding
- **Knowledge organiser testing** to ensure key facts are mastered
- **Past papers and practice questions** to build exam confidence and technique

We'll guide students through these methods throughout the year to help them revise smarter, not just harder.

## 5. Support Available

### Form Tutor Role

The form tutor is the first point of contact for students and plays a key role in supporting both their wellbeing and academic progress. They build strong relationships with students, monitor attendance and punctuality, and provide guidance on personal development, study habits, and future planning. Tutors also help ensure students are aware of the support available to them across school.

### Subject Intervention Opportunities

Many subjects offer additional support through lunchtime and after-school intervention sessions. These are publicised regularly through form time, year group notices, and on school platforms. In Year 11, students receive bespoke intervention tailored to their individual needs and target grades, with a focus on closing gaps and boosting confidence ahead of exams.

### Students with English as an Additional Language

If you require support for any students EAL needs please email Miss Speed  
[C.Speed@Paget.staffs.sch.uk](mailto:C.Speed@Paget.staffs.sch.uk)

### Students with Special Educational Needs and Disabilities

If you have any concerns regarding your child's SEND needs please email either  
[E.Dowler@paget.staffs.sch.uk](mailto:E.Dowler@paget.staffs.sch.uk) or [A.Bone@Paget.staffs.sch.uk](mailto:A.Bone@Paget.staffs.sch.uk)



### Key staff for Safeguarding

If you have any concerns please contact [safeguarding@paget.staffs.sch.uk](mailto:safeguarding@paget.staffs.sch.uk)



## 6. Careers & Aspirations

Key Stage 4 isn't just about GCSEs – it's also the start of your journey towards the world of work, further education, and adult life. Now is a great time to start thinking about what comes next after Year 11.

### Post-16 Pathways

After Year 11, you'll need to choose a **Post-16 pathway** that suits your interests, goals, and learning style. These include:

- **Sixth Form** – A-levels and other qualifications like BTECs or Applied General Qualifications
- **College** – A wide range of academic and vocational courses, from A-levels to hands-on training in specific fields.
- **Apprenticeships** – Combine work with study while earning a wage. You'll gain qualifications and real-world experience.
- **Traineeships** – A short-term training programme with work experience to prepare for an apprenticeship or employment.

### Careers Lessons

All students receive careers lessons every half term. These are age appropriate and focus on possible pathways, understanding strengths and weaknesses, employability skills and how to plan for your future. All students have access to UniFrog, an online careers and pathways platform with thousands of resources to help you with deciding on a future career, understanding pathways, planning work experience and developing employability skills.

### Careers Interviews

In Year 11, all students will have access to at least one careers guidance interview with our independent Careers Advisor. These one-to-one sessions are a chance to talk about your strengths and interests, possible career ideas, what qualifications you may need, next steps for further education or training.

We encourage you to take these sessions seriously – they're designed to help you feel more confident and informed about your future.

### Apprenticeships

If you're more interested in learning by doing, apprenticeships might be for you. You can explore:

- Intermediate apprenticeships (Level 2 – equivalent to GCSEs)
- Advanced apprenticeships (Level 3 – equivalent to A-levels)
- Higher and degree apprenticeships later on

You'll get paid while you train, and develop real job skills. Apprenticeships are available in industries like IT, construction, business, health care, and more.

Start exploring your interests early, ask questions, and be open-minded. Your KS4 years are the perfect time to start shaping your future. Let us know if you'd like help planning your next steps – we're here to support you every step of the way.

## **7. Parental Guide: Supporting Your Child**

### **1. Stay Involved**

- Talk regularly about school – subjects they enjoy, any challenges they face, and their future goals.
- Attend parents' evenings. Stay up to date with their progress through school reports and online platforms. Monitor the completion of their homework.

### **2. Help With Organisation**

- Set up a study schedule together, making time for homework, revision, and breaks.
- Ensure they have a quiet, well-lit space to study at home.

### **3. Encourage Good Habits**

- Support regular bedtimes, balanced meals, and time away from screens.
- Celebrate effort and progress, not just grades.

### **4. Communicate with School**

- Don't hesitate to contact staff if you have concerns – early support makes a big difference. If you have any concerns/queries please contact your child's form tutor/Head of year.

## **Top Tips for Managing Stress and Routine at Home**

### **1. Establish a Consistent Routine**

- Wake up and go to bed at the same time each day – even on weekends.
- Include time for study, breaks, exercise, meals, and relaxation.

### **2. Talk About Feelings**

- Normalize conversations about stress and anxiety. Remind your child it's okay to feel overwhelmed sometimes.

### **3. Use Positive Coping Techniques**

- Encourage physical activity, journaling, creative hobbies, or simply time to unwind.
- Deep breathing or short mindfulness exercises (e.g., Headspace or Calm apps) can help manage pressure.

### **4. Break Tasks Into Manageable Chunks**

- Use revision timetables to avoid last-minute cramming.
- Focus on "doing one thing at a time" to reduce feelings of overwhelm.

### **5. Stay Connected**

- Encourage time with friends and family – social time supports emotional wellbeing.

## Useful Apps and Websites to Support Learning

Here are some of the most effective free and paid resources for KS4 learning:

Platform	Subjects Covered	Features
Seneca Learning	Most GCSE subjects	Interactive revision quizzes, easy to use, free
Tassomai	Science, English, Maths	Daily quizzes, personalised learning, tracks progress
BBC Bitesize	All GCSE subjects	Videos, activities, revision notes
Quizlet	All subjects	Flashcards and games to aid memory

## **8. Contact Info, Policies & Key Dates**

Phone: 01283 247 800

Email: [office@paget.staffs.sch.uk](mailto:office@paget.staffs.sch.uk)

Website: [www.paget.staffs.sch.uk](http://www.paget.staffs.sch.uk)

Head of Year email: [a.dales@paget.staffs.sch.uk](mailto:a.dales@paget.staffs.sch.uk)

Senior Leader for KS4: [m.claytor@paget.staffs.sch.uk](mailto:m.claytor@paget.staffs.sch.uk)

### **Final Thought**

Moving into KS4 is a big step – it comes with more responsibility, but also lots of support. With the right routines, communication, and learning tools, your child can thrive. Paget High School is here to help every step of the way.