

**Y12 Personal Tutoring
SCHEME OF WORK 2020-21**

Lesson	Date (w/c)	Topic	Resources needed - additional information	Program
1 - Amy	07/09	<p>Lesson 1 - Intro to the school - who are the key staff? What is the PT system and who are the PT's</p> <p>Summarise key points from the student handbook (attendance, punctuality, homework, behaviour)</p> <p>Covid guidance (social distancing, protocols etc)</p> <p>Term Dates</p> <p>2nd Half - Including: How to write/respond to an e-mail, Google docs, Google Classroom Google Calendar, Google Drive, Google keep</p> <p>Organising timetable - when to complete homework</p> <p>Getting to school - do you have an alternative route</p>	<p>Student Handbook</p> <p>Attendance & Behaviour Policy</p> <p>Study Skills Presentation</p> <p>Email, Google Classroom; Organisation, filing, plagiarism, uni research, passwords, are you organised (study and organisation skills)</p> <p>Commuting/lateness</p> <p>Activites:</p> <ol style="list-style-type: none"> 1) Gmail - students are introduced to email, given PT's email address. They accept google classroom invitation 2) Google classroom/google docs - students are set an 'assignment' on google classroom - they have to complete on google docs and submit. 3) Google drive - they make folders for each subject - create a PT folder - put student handbook in the folder. 4) Google calendar - they input their timetable (+ plan time for hw) 5) Extras: e.g. google keep. 	General
2	14/09	Lesson 2 - ALIS Test	Exams officer to set up ALIS test	Academic skills
3 - Olivia	21/09	Lesson 3 - Student Council session		Academic skills

		<p>Student Council attend PT and talk about tips for succeeding with A-Levels</p> <p>Fun activity? Ice-breaker</p> <p>Things to expect at College. What things to get involved in e.g. Revue, European Trip, clubs/activities, Student Council, Shoebox appeal</p>		
4 - Emily	28/09	<p>Lesson 4 - Life in London</p> <p>Opportunities - academic, non-academic, fun things to do/see</p> <p>Safety - what to be careful of (rising violent crime), where to be careful, how to handle confrontational situations</p> <p>What to do in an emergency</p> <p>Some form of London quiz</p>	Emily's presentation + various resources	Life Skills / Looking after yourself
5 - Katie	05/10	<p>Lesson 5 - Study Skills in preparation for mock week. Revision/study techniques and how best to manage time</p> <p>Memory techniques (fun memory activities)</p> <p>SEN - access arrangements, writing in different colour, scanning mocks etc.</p>	<p>Study skills presentation</p> <p>Goal Setting doc</p>	Academic Skills
6	12/10	<p>Lesson 6 -</p> <p>MOCK WEEK</p> <p>REVISION</p>		
7 Wed is inset day	19/10	<p>Lesson 7 - RSE</p> <p>Relationships, sexual health and the law:</p> <p>What makes a healthy relationship?</p>		Life skills

		Choice and consent Sexual and reproductive health Alcohol and drugs Seeking advice		
HOLIDAYS		OCT HALF-TERM	HOMEWORK: Review and update goal setting doc in preparation for report review meeting.	
8	02/11	Lesson 8 - Report Review HT1 (plus recap school rules) Review 'Goal Setting' document	Individual review with students Reports to be printed out for each PT + Goal Setting doc → PT or students writes notes on this doc during meeting - student uses this to update goal setting doc. 5 students meet with Lee - meeting later in week to discuss these students	Report and Review cycle
9 - Ruchi	09/11	Lesson 9 - Online Safety Phishing, Vishing, Cancel Culture, Cat Fishing and Data Privacy	Online Safety presentation by Ruchi	Life Skills/Looking after yourself
10- Ruchi	16/11	Lesson 10- Cyber Bullying	Cyber Bullying presentation and case studies. Ruchi	
11 - Sean	23/11	Lesson 11 - University intro/research (1) Why University? Pros and cons of University Graduate opportunities vs. non graduate opportunities Life at university Alternatives to University Key labour market information - future trends, impact of AI etc. Launch of Unifrog	Unifrog Collect list of students requiring IELTS + students who need GCSE English and/or Maths	Progression

		<p>Looking at Careers Library/Subject Library (students explore pathways available to them)</p> <p>University Shortlists</p> <p>Important things to consider: GCSE re-takes, 4 subjects vs. 3 IELTS</p>		
12	30/11	<p>Lesson 12 - RSE</p> <p>Online and media awareness, and the law: Rights, responsibilities and behaviour</p> <p>Risks of sharing, reproducing and not being able to remove material online</p> <p>Dealing with sexually explicit material</p> <p>Criminal offences</p>		Life skills
13	07/12	<p>Lesson 13 -</p> <p>MOCK WEEK</p> <p>REVISION</p>		Academic Skills
14 - Tue is inset day	14/12	Lesson 14 - Christmas Quiz	Quiz	General
HOLIDAYS		CHRISTMAS HOLS	HOMEWORK: Review and update goal setting doc in preparation for report review meeting.	
15	04/01	<p>Lesson 15 - Report Review HT2</p> <p>Update 'Goal Setting' document</p>	<p>Individual review with students</p> <p>Reports and goal setting documents to be printed out for each PT</p>	Report and Review cycle
16 - Elle	11/01	<p>Lesson 16 - Report Review HT2</p> <p>Update 'Goal Setting' document</p>	<p>Individual review with students</p> <p>Reports and goal setting documents to be printed out for each PT</p>	Report and Review cycle
17 - Sean	18/01	Lesson 17 - Unifrog 2 (Shortlists), UCAS session,	Sign up Unifrog, How to look up entry requirements, which uni, what you need to apply etc	Progression

		<p>Uni research</p> <p>Need to start logging the students shortlists - entry requirements, career paths</p> <p>Begin looking at work experience, extra-curricular, books to read, lectures to see, academic visits etc. - What should you be doing for your university application NOW?</p> <p>Supercurricular library - each student should commit to at least three things (at least 1 book)</p>		
18 - Alex	25/01	<p>Lesson 16 -</p> <p>Nutrition and cooking</p> <p>'Ready, Steady Cook' style</p> <p>Importance of exercise/being active → build awareness of local opportunities to get involved in sport/exercise</p>	Helping students to unwind & destress / Building Community.	Life Skills
19	01/02	<p>Lesson 19 -</p> <p>MOCK WEEK</p> <p>REVISION</p>		
20 - Emily Thu is inset day	15/02	<p>Lesson 20 - Fake News and Propaganda</p>	<p>Focused Campaigns - are we aware of potential risks?</p> <p>Best protection is KNOWLEDGE & AWARENESS</p>	Debate and discussion/
HOLIDAYS		FEB HALF-TERM	HOMEWORK: Review and update goal setting doc in preparation for report review meeting.	
21	22/02	<p>Lesson 21 - Report Review HT3</p> <p>Update 'Goal Setting' document</p>	<p>Individual review with students</p> <p>Reports and goal setting document to be printed out for each PT</p>	Debate & Discussion

22 - Sean	01/03	Lesson 22 - Report Review HT3 Update 'Goal Setting' document	Individual review with students Reports and goal setting document to be printed out for each PT	Debate & Discussion
23	08/03	Lesson 23 - UCAS Begin writing a personal statement Confirm University subject (where possible) for assigning of UCAS tutors		Progression
24	15/03	Lesson 24 - Revision MOCK WEEK	MOCK EXAM WEEK	General
25 - Amy	22/03	Lesson 25 - Easter Revision TT + Study skills Managing exam stress - Mindfulness / Effective Time Management - (revision timetable, breaks etc); Recognising Anxiety Triggers	Headspace.- Guided Mindfulness Practices. Anxiety techniques (Including 3 Minute Breathing Space.)	Looking after yourself
HOLIDAYS		EASTER	HOMEWORK: Review and update goal setting doc in preparation for report review meeting.	
26	19/04	Lesson 25 - Report Review HT4 Update 'Goal Setting' document	Individual review with students Reports and goal setting document to be printed out for each PT	Report and Review cycle
27	26/04	Lesson 26 - Report Review HT4 Update 'Goal Setting' document	Individual review with students Reports and goal setting document to be printed out for each PT	Report and Review cycle
28 - Pip	03/05	CV Writing Interview Practice How to source work experience UCAS - PS	How to Prepare, Cope with and even Enjoy Interviews! Developing essential Life Skills / Self Confidence.	Academic skills
29	11/05	UCAS - Summer Plan		Progression

30	17/05	UCAS Application (sign up online)		Progression
31	24/5	Revision/UCAS		Progression

6 Key Learning Programme Areas:

1. **Looking after yourself** (Wellbeing, Mental Health, Diet etc)
2. **Academic skills** (Revision, Research, Independent Learning, Time Management etc)
3. **Life Skills** (Building Personal Resilience / Facing Challenges / Broader Awareness of World around us.)
4. **Progression** (CV, UCAS)
5. **Debate and discussion** (Current Topic or Article based lessons etc)
6. **Report and review cycle** (inc goal setting with regular review of targets set)

(All key aspects of the curriculum will be underpinned by cultivating greater awareness and understanding of SMSC and British Values.)

Year 12 Inset Days

Inset Day 1 - AM: Healthy Relationships / Drug Awareness talks
 PM: Variety of activities (First Aid, Engineering CAD, Self-defence, CV Workshop, Interview Skills, Toastmaster)

Inset Day 2 - AM - Mental Health & Wellbeing
 PM - Variety of activities (First Aid, Engineering CAD, Self-defence, CV Workshop, Interview Skills, Toastmaster)

Inset Day 3 - AM - UCAS DAY Uni and Careers Talk by Sean and Amy
 PM - Careers Fair

Inset Week HT4 - Mock exams at exam hall