

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

Lesson	Date (w/c)	Topic	Resources needed - additional information	Program
	02/09	Week before the start of term.  PT team building and activity day  *Equivalent activity for all online students	Yr 13 student volunteers  <a href="https://www.wrike.com/blog/team-building-games/">https://www.wrike.com/blog/team-building-games/</a>	General
1  Emily          Tracy	06/09	<p><b>Lesson 1</b></p> <p>First half:</p> <ol style="list-style-type: none"> <li>1. Introduction and ice breakers</li> <li>2. Intro to the school - who are the key staff? What is the PT system and who are the PT's</li> <li>3. Outline key expectations (attendance, punctuality, homework, behaviour)</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. <b>Events officer (+ student council member?) will come into each PT session for 10 mins to discuss clubs/events. Add slides with photos from different clubs/events/student council.</b></li> <li>2. How to write/respond to an e-mail, Google docs, Google Classroom, Google Calendar, Google Drive, Google keep</li> <li>3. Organising timetable - when to complete homework</li> </ol>	<p>Ice breaker ideas document - <a href="https://docs.google.com/document/d/13z2539awMps82L99vfTm2DImf4AOAaKAyqkj0gg0UmM/edit">https://docs.google.com/document/d/13z2539awMps82L99vfTm2DImf4AOAaKAyqkj0gg0UmM/edit</a></p> <p>Introduction to PT system - Google slides presentation</p> <p>Student Handbook</p> <p>Attendance &amp; Behaviour Policy</p> <p><b>Activites:</b></p> <ol style="list-style-type: none"> <li>1) Gmail - students are introduced to email, given PT's email address. They accept google classroom invitation</li> <li>2) Google classroom/google docs - students are set an 'assignment' on google classroom - they have to complete on google docs and submit.</li> <li>3) Google drive - they make folders for each subject - create a PT folder - put student handbook in the folder.</li> <li>4) Google calendar - they input their timetable (+ plan time for hw)</li> <li>5) Extras: e.g. google keep.</li> </ol>	GeneralKK



		<p>3. Choice and consent 4. Google form to check understanding</p> <p>Second half: 1. Students fill in their virtual planners for the week.</p>	<p><a href="#">urces/disrespect-nobody-teaching-resources-preventing</a></p> <p><a href="https://yoppie.com/contraception-cycles">https://yoppie.com/contraception-cycles</a></p> <p>Google form to check understanding</p>	
5 Tracy	04/10	<p><b>Lesson 5</b></p> <p>First half: Student Council session</p> <ol style="list-style-type: none"> <li>1. Student Council attend PT and talk about tips for succeeding with A-Levels</li> <li>2. Q and A - each student must think about one question to ask</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. Students fill in their planners for the week.</li> </ol>		<p>Academic skills</p> <p>Academic skills</p>
6	11/10	<p><b>Lesson 6:</b></p> <p><b>MOCK WEEK</b></p> <p>First half:</p> <ol style="list-style-type: none"> <li>1. Students are taken to Kensington Library to register. ODL students are allowed to log off and do revision.</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. Students complete work in the quiet zone of the library</li> </ol>		<p>Looking after yourself</p>

Emily	18/10	<p><b>Lesson 7</b></p> <p>First half: Life in London</p> <ol style="list-style-type: none"> <li>1. Opportunities - academic, non-academic, fun things to do/see. London quiz</li> <li>2. Safety - what to be careful of (rising violent crime), where to be careful, how to handle confrontational situations. What to do in an emergency</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. Introduce the 'Just one thing' concept - every week a pair of students from the PT group will try something new to improve their mental and/or physical health. Will present their 'findings' to the rest of the PT group. Pick first pair to do this for first week back.</li> <li>2. Students fill in their virtual planners for the week.</li> <li>3. Photo competition for next week - best London photo (or own city for ODL students) - end of week deadline</li> </ol>	<p>Life in London presentation + various resources</p> <p><a href="https://docs.google.com/presentation/d/1x79vRZR7GC4NQPDDs0IbQnXDst29ioSVOx_YT2INxI/edit#slide=id.ge000cda46e_0_75">https://docs.google.com/presentation/d/1x79vRZR7GC4NQPDDs0IbQnXDst29ioSVOx_YT2INxI/edit#slide=id.ge000cda46e_0_75</a></p>	<p>Life Skills / Looking after yourself</p> <p>Looking after yourself</p>
HOLIDAY S		OCT HALF-TERM	<b>HOMEWORK:</b> Review and update goal setting doc in preparation for report review meeting.	
8	01/11	<p><b>Lesson 8</b></p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Report Review HT1 (plus recap school rules)</li> <li>3. Review 'Goal Setting' document</li> </ol>	<p>Individual review with students</p> <p>Goal Setting doc → PT or students write notes on this doc during meeting - student uses this to update goal setting doc.</p>	<p>Report and Review cycle</p> <p>Life Skills/Looking after yourself</p>

		<p>4. Put students into pairs/groups with a topic (Phishing, Vishing, Cancel Culture, Cat Fishing, Data Privacy, Cyber bullying). They make presentations while individual meetings are going on.</p>	<p><a href="https://docs.google.com/document/d/1ldh1jxmlKbFulxuCIlf3MmZIU6F89vuafXNHYJ1mtgw/edit">https://docs.google.com/document/d/1ldh1jxmlKbFulxuCIlf3MmZIU6F89vuafXNHYJ1mtgw/edit</a></p>	
9	08/11	<p><b>Lesson 9</b></p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Continue Report Reviews HT1</li> <li>3. Review 'Goal Setting' document</li> <li>4. Students continue to work on online safety/cyberbullying presentations.</li> <li>5. Students must submit at least two questions for Kahoot.</li> </ol>	<p>Individual review with students</p> <p>Goal Setting doc → PT or students write notes on this doc during meeting - student uses this to update goal setting doc.</p>	<p>Report and Review cycle</p> <p>Life Skills/Looking after yourself</p>
10	15/11	<p><b>Lesson 10</b></p> <p>First half: Online safety and cyberbullying</p> <ol style="list-style-type: none"> <li>1. Student presentations on online safety/ cyberbullying</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. Kahoot quiz to assess understanding.</li> <li>2. Students fill in their virtual planners for the week.</li> </ol>	<p>Student presentations</p> <p>Kahoot quiz - PT compiles quiz based on questions submitted by each pair/group.</p>	<p>Life Skills/Looking after yourself</p>
11 Sean/ Amy	22/11	<p><b>Lesson 11</b></p> <p>First half: University intro/research (1)</p>	<p>Unifrog</p> <p>Collect list of students requiring IELTS + students who need GCSE English and/or Maths</p>	<p>Progression</p>

		<ol style="list-style-type: none"><li>1. Why University? Pros and cons of University</li><li>2. Graduate opportunities vs. non graduate opportunities</li><li>3. Life at university</li><li>4. Alternatives to University</li><li>5. Key labour market information - future trends, impact of AI etc.</li></ol> <p>Second half:</p> <ol style="list-style-type: none"><li>2. Launch of Unifrog</li><li>3. Looking at Careers Library/Subject Library (students explore pathways available to them)</li><li>4. 'Just one thing' - pair presentation (5 mins).</li><li>5. Students fill in their virtual planners for the week.</li></ol>		Looking after yourself
12 TBC	29/11	<b>Lesson 12</b> First half: Healthy relationships <ol style="list-style-type: none"><li>1. What makes a healthy relationship?</li><li>2. Rights, responsibilities and behaviour</li><li>3. Importance of consent within relationships (inc. consent around sharing of images etc.)</li><li>4. Google form to assess understanding</li></ol> Second half: <ol style="list-style-type: none"><li>1. 'Just one thing' - pair presentation (5 mins).</li><li>2. Students fill in their virtual planners for the week.</li></ol>	Google form to check understanding	Life Skills/Looking after yourself          Looking after yourself
13	06/12	<b>Lesson 13</b> <b>MOCK WEEK</b>		

		<ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Individual meetings slots while students fill out virtual planners and revise.</li> <li>2. Review whether HT1 targets have been met or not</li> </ol>	Spreadsheet of targets	<p>Looking after yourself</p> <p>Academic Skills</p>
<p>14</p> <p>Pip</p> <p>INSET day on Monday</p>	13/12	<p><b>Lesson 14</b></p> <p>First half:</p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Christmas Quiz</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. Introduce current affairs mini project. Students pick topic and start research over Christmas holiday - they will write it in the first two PT sessions after Christmas.</li> </ol>	<p>Quiz</p> <p>PTs will nominate the best project from their PT group. The student who does the best overall project wins a prize + goes in newsletter. They can also write in their personal statement that they won the 'current affairs project award' in their year group.</p>	General
HOLIDAY S		CHRISTMAS HOLS	<b>HOMEWORK:</b> Review and update goal setting doc in preparation for report review meeting.	
15	03/01	<p><b>Lesson 15</b></p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Report Review HT2</li> <li>3. Update 'Goal Setting' document</li> </ol> <p>Students work on their current affairs mini project</p>	Goal Setting doc → PT or student writes notes on this doc during meeting - student uses this to update goal setting doc.	<p>Report and Review cycle</p> <p>Debate and discussion/academic skills</p>
16	10/01	<b>Lesson 16</b>	Goal Setting doc → PT or student writes notes on this doc during	Report and Review cycle

		<ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Report Review HT2</li> <li>3. Update 'Goal Setting' document</li> </ol> <p>Students work on their current affairs mini project</p>	meeting - student uses this to update goal setting doc.	Debate and discussion/ac academic skills
17 Sean/ Amy	17/01	<p><b>Lesson 17</b></p> <p><b>Deadline for current affairs project</b></p> <p>Unifrog 2 (Shortlists), UCAS session, Uni research</p> <p>First half:</p> <ol style="list-style-type: none"> <li>1. Need to start logging the students shortlists - entry requirements, career paths</li> <li>2. 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?</li> <li>3. Super Curricular library - each student should commit to at least three things (at least 1 book) → Presentations after half term</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Students fill in their virtual planners for the week.</li> </ol>	<p>PTs to nominate best project from their group</p> <p>Sign up Unifrog, How to look up entry requirements, which uni, what you need to apply etc</p>	<p>Progression</p> <p>Looking after yourself</p>
18	24/01	<p><b>Lesson 18</b></p> <p>First half: Personal Finance</p>	Various resources e.g. budgeting game cards - printed and cut out ahead of lesson	Life Skills



Emily and Pip		<p>1. Budgeting game</p> <p>Second half:</p> <p>1. 'Just one thing' - pair presentation (5 mins).</p> <p>2. Students fill in their virtual planners for the week.</p>		Looking after yourself
19	01/02	<p><b>Lesson 19</b></p> <p><b>MOCK WEEK</b></p> <p>1. 'Just one thing' - pair presentation (5 mins).</p> <p>3. Individual meetings slots while students fill out virtual planners and revise.</p> <p>4. Review whether HT2 targets have been met or not</p>	Spreadsheet of targets	<p>Looking after yourself</p> <p>Academic Skills</p>
20 Alex	14/02	<p><b>Lesson 20</b></p> <p>First half: Fake News and Propaganda</p> <p>1. Clips from 'Social Dilemma'</p> <p>2. Group discussion - Students given questions to discuss in response to clips.</p> <p>Second half:</p> <p>1. 'Just one thing' - pair presentation (5 mins).</p> <p>2. Students fill in their virtual planners for the week.</p>	'Social Dilemma' - documentary clips and prepared questions (need to make sure questions cover a range of issues, even those not covered in documentary)	Debate and discussion/
HOLIDAY S		FEB HALF-TERM	<b>HOMEWORK:</b> Review and update goal setting doc in preparation for report review meeting.	

21	21/02	<p><b>Lesson 21</b></p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Report Review HT3</li> <li>3. Update 'Goal Setting' document</li> </ol> <p>Students prepare for super curricular presentations</p>	Goal Setting doc → PT or student writes notes on this doc during meeting - student uses this to update goal setting doc.	Report and Review cycle
22	28/02	<p><b>Lesson 22</b></p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Report Review HT3</li> <li>3. Update 'Goal Setting' document</li> </ol> <p>Students prepare for super curricular presentations</p>	Goal Setting doc → PT or student writes notes on this doc during meeting - student uses this to update goal setting doc.	Report and Review cycle
23	07/03	<p><b>Lesson 23</b></p> <p>First half:</p> <ol style="list-style-type: none"> <li>1. 5 minute student presentations on chosen super-curricular activity e.g. book, lecture, ted talk, article etc.</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. Students fill in their virtual planners for the week.</li> </ol>		Progression
24	14/03	<p><b>Lesson 24</b></p> <p><b>MOCK WEEK</b></p> <p>First half:</p> <ol style="list-style-type: none"> <li>1. 5 minute student presentations on chosen super-curricular activity e.g.</li> </ol>		General

		<p>book, lecture, ted talk, article etc.</p> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. Individual meetings slots while students fill out virtual planners and revise.</li> <li>2. Review whether HT3 targets have been met or not</li> </ol>	Spreadsheet of targets	Academic Skills
25 Katie	21/03	<p><b>Lesson 25</b></p> <p>First half:</p> <ol style="list-style-type: none"> <li>1. Writing a personal statement</li> <li>2. Confirm University subject (where possible) for assigning of UCAS tutors</li> <li>3. Applying for work experience</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Students fill in their virtual planners for the week.</li> </ol>	<p>Personal statement presentation.</p> <p>Example personal statements to compare</p> <p>Template email for work experience application. Example cover letters.</p>	<p>Progression</p> <p>Looking after yourself</p>
HOLIDAY S		EASTER	<b>HOMEWORK:</b> Students complete first draft of personal statement.	
26	18/04	<p><b>Lesson 26</b></p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Report Review HT4</li> <li>3. Update 'Goal Setting' document and check personal statement.</li> </ol> <p>Students work on personal statements</p>	Goal Setting doc → PT or student writes notes on this doc during meeting - student uses this to update goal setting doc.	Report and Review cycle

27	25/04	<p><b>Lesson 27</b></p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Report Review HT4</li> <li>3. Update 'Goal Setting' document and check personal statement.</li> </ol> <p>Students work on personal statements</p>	Goal Setting doc → PT or student writes notes on this doc during meeting - student uses this to update goal setting doc.	Report and Review cycle
28 Ruchi	02/05	<p><b>Lesson 28</b></p> <p>First half:</p> <ol style="list-style-type: none"> <li>1. Pip's game - fast talking</li> <li>2. Interview practice - students write questions and prepare answers</li> <li>3. Mock interviews</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Students fill in their virtual planners for the week.</li> </ol>	<p>Interview presentation</p> <p>Pip's game</p>	<p>Life skills</p> <p>Looking after yourself</p>
29	10/05	<p><b>Lesson 29</b></p> <p>First half</p> <ol style="list-style-type: none"> <li>1. UCAS - Personal statement and Summer Plan</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Students fill in their virtual planners for the week.</li> </ol>		Progression
30	16/05	<p><b>Lesson 30</b></p>		Progression

Sean/Amy		<p>First half:</p> <ol style="list-style-type: none"> <li>1. UCAS Application (sign up online)</li> </ol> <p>Second half:</p> <ol style="list-style-type: none"> <li>1. 'Just one thing' - pair presentation (5 mins).</li> <li>2. Students fill in their virtual planners for the week.</li> </ol>		
31	23/5	<p><b>Lesson 31</b></p> <ol style="list-style-type: none"> <li>1. Revision/UCAS</li> <li>2. 'Just one thing' - pair presentation (5 mins).</li> </ol>		Progression
		<p><b>END OF TERM</b></p> <p>Inter-PT rounders tournament</p>		General

### **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: Drug Awareness talks  
 PM: Variety of activities (First Aid, Engineering CAD, Self-defence, CV Workshop, Interview Skills, Toastmaster)

Inset Day 2 - AM - Healthy Relationships and Consent  
 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