

## Outline Key Stage 4 Tutor Time Programme

- The aim of the Key Stage 4 tutor programme is to provide pupils with a variety of learning activities that support both their personal development and well-being. In particular much of the content is designed to raise aspirations and provide individual advice and guidance.
- Each day has a clear focus e.g. Wednesdays have a PSHE focus which remains a constant throughout the Key Stage, and a theme which changes termly.
- As well as Tuesdays having a Literacy/Numeracy focus it is anticipated that tutors will not miss other opportunities to develop their tutees literacy/numeracy skills. For example, when a powerpoint presentation is being used tutees are encouraged to read the information out loud rather than the tutor doing so. During formal discussions or presentations tutees are reminded of the need to use Standard English, as well as being reminded of the conventions of successful discussions/presentations.
- Where possible the termly themes complement each other and, when relevant, aspects of the themes will be reinforced in assembly.
- Resources are made available to tutors and tutors are expected to familiarise themselves with, and fully utilise, these resources.
- Resources for some activities will need to be prepared in advance and tutors are expected to effectively prepare for all tutor periods.
- Each tutor group has access to a computer suite once a fortnight and it is expected that this time is used to complement one of the themes.
- Whilst many themes come with a suggested order of delivery tutors are encouraged to modify the suggested order of delivery, and where necessary the activities themselves, in order to effectively meet the personal needs of their tutees. Activities differ in anticipated delivery time and tutors may cover one or more activities in any given tutor period.
- The tutor time programme will be systematically reviewed and tutors should encourage their tutees to evaluate activities and use this to enhance their own feedback during Key Stage meetings.
- The monitoring of the delivery of this programme will take by means of both formal and informal observations.

YEAR 10						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	INDEPENDENT STUDY/REVISION DAY	LITERACY/NUMERACY	PSHE (interform sports)	ASSEMBLY	CITIZENSHIP	
AUTUMN 1	‘How to study effectively’	WRITTEN COMMUNICATION: Writing a CV	Aiming High		Impact of underachievement	
AUTUMN 2	Independent study (admin) with the expectation that tutors will use this time for mentoring/ following up red flags etc.	WRITTEN COMMUNICATION: Letters of Application	Standing up to discrimination and stereotyping		Diversity	
SPRING 1		SPEAKING AND LISTENING: What matters?	Moral and Political Issues		Human Rights	
SPRING 2		SPaG activities	Facing Challenges		Fairness, Freedom of Speech and Democracy	
SUMMER 1					How the law helps society deal with complex problems	
SUMMER 2					Active citizens	

YEAR 11					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	INDEPENDENT STUDY/REVISION DAY	LITERACY/NUMERACY	PSHE	CITIZENSHIP	ASSEMBLY
AUTUMN 1	Independent study (admin) with the expectation that tutors will use this time for mentoring/ following up red flags etc.	WRITTEN COMMUNICATION: Application Forms	Post 16 Options/ IAG	NEWS OF THE DAY  N.B. Prefects will be involved in school citizenship activities until February half term.	
AUTUMN 2		SPEAKING & LISTENING: Interview Skills			
SPRING 1		Revision Techniques/ Performing in the exam	Stresses, pressures and exams		
SPRING 2				The Big Pay Debate	
SUMMER 1		SPaG marks	Last minute exam tips	Intended Destinations Evaluation	