



Claremont Fan Court School

Curriculum Policy and Procedure

This **Policy** and **Procedure** applies to all areas of the school, including Early Years Foundation Stage.

Policy

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[ISSR standard paragraph 2 (1) a]

At Claremont Fan Court School, we endeavour to empower students to become lifetime learners who are:

- Independent in their learning
- Engaged in the learning process
- Self-directed and have self-respect
- Creative thinkers
- Global citizens, equipped to operate in an international environment through collaborative work, problem solving and effective communication of ideas
- Able to assume new roles in supporting and mentoring peers.
- Capable of acquiring knowledge, skills and attitudes

With these aims in mind, Claremont Fan Court School is committed to delivering a curriculum which:

- Is characterised by a guaranteed core curriculum which fulfils all national guidelines and provides all students with the opportunity to learn the skills and understandings required to continue learning throughout their lives
- Is learner-centred and which delivers a breadth of study with personal relevance
- Ensures that there are high quality opportunities to extend the learning experiences beyond the basic core curriculum
- Provides exciting opportunities and specialist enquiry for enrichment and creativity for all students

[ISSR standard paragraph 2 (1) (b) (i)]

The requirements of Pupils with Educational, Health and Care Plans (EHCP) are fulfilled through appropriate partnerships with local education authorities and other agencies. The SENCOs in the Senior and Prep/Pre-Prep Schools are responsible for co-ordinating Personalised Learning Plans or Individual Support Plans with the appropriate external agencies and act as line managers for any visiting staff working with pupils with EHC plans or statements.

Further information regarding the education and welfare provision for individual pupils with EHC Plans or for whom English is an additional language is available to parents on request from the relevant SENCO within each school.

[ISSR standard paragraph 2 (1) (b) (ii)]

Claremont Fan Court School delivers a curriculum that upholds the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Subject matter [ISSR standard paragraph 2 (2) a]

The curriculum is delivered to all students through subject matter that is appropriate for the ages and aptitudes of pupils, including those pupils with a statement. Actual subject matter is the responsibility of the classroom teacher, working within a well-planned framework provided by the senior leadership team, heads of faculty and department (Senior School) and subject coordinators (Prep/Pre-Prep School).

The framework is supported by schemes of work, created, stored and shared (with colleagues) by the curriculum leaders. Overviews of the schemes of work in Pre-Prep and Prep are published half-termly.

All pupils receive instruction in speaking, listening, literacy and numeracy, particularly through the subject areas of English and mathematics. These core subjects are studied to GCSE by all pupils. **[ISSR standard paragraph 2 (2) b]**

Personal, Social, Health and Economic Education [ISSR standard paragraph 2 (2) d]

PSHEE is delivered to all pupils through both academic lessons and specific pastoral sessions. This curriculum reflects the school's mission statement and includes a forward thinking character education programme based on a two-year cycle of monthly character qualities. Please see the whole school's PSHEE scheme of work for full details. In the Prep and Pre-Prep Schools, the PSHEE scheme of work follows the Jigsaw programme.

Careers advice [ISSR standard 2 (2) e]

Appropriate careers advice is provided to pupils of secondary age, both through the academic and pastoral systems and, in later years, through specific guidance from the school's career department and appropriate personnel.

Pupils below compulsory school age [ISSR standard paragraph 2 (2) f]

An appropriate programme of activities, appropriate to the educational needs in relation to personal, social, emotional and physical development and communication and language skills is provided for pupils below compulsory school age. Please see EYFS policies and procedures for details.

Post17 education (Sixth Form) [ISSR standard paragraph 2 (2) g]

The school provides an advanced academic curriculum appropriate to the needs of the post 17 learner. This includes

- teaching to A level,
- preparation for higher education,
- PSHEE day and residential visits in the UK and abroad to support the curriculum and widen the students' horizons,
- opportunities for leadership
- a reasonable personal fitness programme
- opportunities for representative sport
- Community partnership

Opportunities for learners to progress [ISSR standard paragraph 2 (2) h]

In accordance with the school's equal opportunities policy (available on the staff portal), all students at Claremont Fan Court will be given full access to the National Curriculum or an equivalent quality programme. Such a programme should be approved by a head/deputy head of school or director of studies. Staff will endeavour to help all children to reach their full potential irrespective of race, gender, age or ability.

Pupils are encouraged to learn and progress at a pace appropriate to themselves. A wide programme of attention to individual education is provided including personalised subject choices, accelerated learning, differentiation, individual and small group teaching, gifted and talented initiatives, enriched-curricular work and partnerships with external agencies.

All pupils are provided with adequate preparation for the opportunities, responsibilities and experiences of adult life in British society. **[ISSR standard paragraph 2 (2) i]**

In **2020-21** groupings were chosen to work within the Covid 19 guidelines whilst also aiming to support pupil progress as much as possible.

These included the following :

Years 7-9 were streamed into three bands per half-year group.

The Year 7 timetable followed this almost exclusively and was based on mathematical ability.

Likewise, with Year 8 but the year group was treated as a bubble in order for each pupil to study their chosen language

Year 9 had two subject bandings, one based upon English and one upon maths. Languages are taught in the same ways as Year 8.

Other year groups were treated as a year group bubble; pupils in Years 10 and 11 were in academically selected sets in English, maths and combined science (for those that chose this pathway) and in specialist teaching groups for all other subjects.

In the Prep School, normal practice would be to ability set pupils for maths across years 3-6. In 2020-21 maths was taught in mixed ability classes in years 3 and 4, whilst maths was broadly streamed in classes across years 5 and 6.

In 2021-22, we will resume our normal grouping procedures but have kept the text for last year within this procedure should circumstances necessitate a return to the bubble concept.

COVID guidance permitting, mathematics in the Prep School is taught in ability groups for Years 3-6.

Procedure: Teaching and Learning

This procedure applies to all areas of the school, including Early Years Foundation Stage.

Teaching* and non-teaching staff will have appropriate subject knowledge, expertise and experience to provide a broad and balanced curriculum which will develop the skills, concepts and knowledge necessary for future learning. In the course of their daily work, the staff will contribute to this by:

- Providing an effective working environment at all times, in which each child can achieve his or her maximum potential.
- Providing students with the opportunity to extend their learning beyond the core curriculum. Prep will be set to support this.
- Providing children with meaningful, purposeful tasks, related to the National Curriculum programmes of study or another appropriate curriculum.
- Providing a welcoming environment, in which courtesy, kindness and respect are fostered.
- Providing positive role models.
- Effective management of their professional time.
- Developing links with the wider community.
- Incorporating ICLT effectively to enhance the learning of the students.
- Providing a fair and disciplined environment, in line with the school's *Behaviour* policy.
- Valuing and celebrating pupils' success and achievements.
- Reviewing personal and professional development by providing appropriate INSET, training and support from colleagues in order to ensure a high level of professional expertise.
- Maintaining purposeful and informative planning, record keeping and assessment documents, in line with the school's record keeping and assessment policy statement.
- Using the school's assessment, monitoring and evaluation framework that includes a variety of methods to assess pupils' achievements and use the information to plan teaching so that pupils can progress appropriately.

Section 1 Ethos

Our approach to teaching is based on our mission statement that we 'recognise each person's God-given potential'.

1.1 Ethos

The ethos and atmosphere underpin the agreed aims of the school. Teachers will provide a broad and balanced curriculum as described in the teaching and learning policy.

1.2 Equal opportunities

In accordance with the school's Equal Opportunities Policy (see school policies folder), all students at Claremont Fan Court will be given full access to the National Curriculum or an equivalent quality programme.

Section 2 Core Curriculum

The internal organisation of a school gives signals to the pupil¹

2.1 Management of the school day

Pre-Prep School timetable

8.35 Nursery, Reception, Year 1 and Year 2 8.45 Pre Nursery	Drop off and Registration
8.35 10.30	First morning session
10.30 - 10.50 (R, Y1, Y2) 11.00 – 11.30 (Pre-N & N)	Break
12.00 10.50-11.50 10.50 – 12.15	Pre-N and Nursery (and optional end of day) Year 1 and 2 mid-morning session Reception mid-morning session
12.40 -13.25 12.20 – 13.10	Lunchtime play for Pre-N, Nursery and Reception Lunchtime play Year 1 and Year 2
13.25 – 15.15 Pre Nursery, Nursery and Reception 13.10 – 15.15 Year 1 and 2	Afternoon session (Compulsory 2 x pm sessions for Nursery in the summer term)

Total Hours per school day of teaching and learning time:

Year 1 and 2 = 5 hours per day

Reception = 5 hours 10 mins per day

Nursery = 5 hours per full day

Pre Nursery = 4 hours 50 minutes per full day

¹ The individual in society Prof H Himmelweit HMSO1968

Preparatory School timetable

Years 3 - 6

Period	Timing
Registration	8.40 – 9.00
1	9.00 - 9.30
2	9.30 – 10.00
3	10.00-10.30
Break	10.30 - 10.50
4	10.50 -11:20
5	11:20 -11.50
6	11.50 - 12:20
Lunch	12.20 - 1.30
7	1.30 – 2.00
8	2.00 - 2.30
9	2.30 – 3.00
10	3.00 - 3.30
Form Time/Dismissal	3.30- 3.40
After School Care	3.40 – 5.45

Total Hours per school week of contact teaching time: 25 hours

Senior School timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8.25am	Period 1	Period 1	Period 1	Period 1	Period 1
9.20am	Period 2	Period 2	Period 2	Period 2	Period 2
10.10am	Period 3	Period 3	Period 3	Period 3	Period 3
10.55am	Break	Break	Break	Break	Break
11.20am	Period 4	Period 4	Period 4	Period 4	Period 4
12.10pm	Period 5	Period 5	Period 5	Period 5	Period 5
12.55pm	Lunch	Lunch	Lunch	Lunch	Lunch
1.35pm			Orchestra		Choir
1.50pm			Y7 tutor time		Y8-11 tutor time
2.25pm	Period 6	Period 6	Period 6	Period 6	Period 6
3.15pm	Period 7	Period 7	Period 7	Period 7	Period 7
4.00pm					

2.2 Time allocation

Early Years (Pre-N – Reception)

Reception, Nursery, and Pre-Nursery follow the 7 Areas of the Early Years Foundation Stage. Timetables for these classes can be seen in each of their classrooms. Teachers work to provide a broad and balanced curriculum and the teaching supports the needs of the children. In addition to the time specifically allocated to PSHEE these skills continue to be reinforced whilst getting changed for activities, lunchtime, assembly time and playtimes.

Years 1 and 2 – timings below are guidelines

Timetables for these classes can be seen in each of their classrooms. Teachers work to keep consistency in the balance of the curriculum and the teaching reflects the needs of the children in each of the year groups.

Areas of Learning	Key Stage 1
English	8 hours
Mathematics	5 hours
Science including Forest School	2 hours
Humanities (Geography/History)	2 hours
Art, Design & Technology	1 hour 30 minutes
Computing	1 hours
Music	1 hours
PE & Games	2 hours
French or Spanish	30 minutes
PSHEE/Character Education	30 minutes
RE	30 minutes
Drama	See English
Singing	20 minutes
Assembly	40 minutes
TOTAL	25 hours

Years 3 – 6

Number of 30 minute periods per subject per week

Subject	Year 3 periods	Year 3 minutes	Year 4 periods	Year 4 minutes	Year 5 periods	Year 5 minutes	Year 6 periods	Year 6 minutes
Maths	10	300	10	300	9	270	8	240
English	12	360	13	390	9	270	9	270
PSHE	2	60	2	60	2	60	2	60
Science	3	90	3	90	3	90	3	90
RS	1	30	1	30	1	30	1	30
Games	3	90	4	120	5	150	5	150
PE	2	60	2	60	2	60	2	60
History	2	60	2	60	2	60	2	60
Geography	2	60	2	60	2	60	2	60
ICT	2	60	1	30				
Music	2	60	2	60	2	60	2	60
Lang	2	60	2	60	2	60	3	90
Art	2	60	2	60	2	60	2	60
Tech					3	90	3	90
VR/ass					1	30	1	30
Dance	1	30						
Well being					1	30		
Drama / ESB	1	30	1	30	1	30	2	60
Choir	1	30	1	30	1	30	1	30
Assembly	2	60	2	60	2	60	2	60

Total:	50	1500	50	1500	50	1500	50	1500
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All lessons are 30 minutes long.
10 lessons per day.

Curriculum model 2021-2022

Years 7-9

All lessons are 45 minutes long.

7 lessons per day.

Subject	Year 7	Year 8	Year 9
English	4	4	4
Mathematics	5	5	5
Science	5	5	6 (2 each of physics/ chemistry/ biology)
French or German or Spanish	3, then 4 from February half term.	4 or 3 (if also taking Latin)	4 or 3 (if also taking Latin)
Latin	1, until February half-term	2 (if taken)	2 (if taken)
History	2	2	2
Geography	2	2	2
T and P	2	2	1
Technology (Carousel of computer science /resistant materials / food nutrition)	2	2	2
Drama	1	1	1
Music	1	1	1
Art and textiles (Carousel of Art x 2 and textiles)	2	2	2
PE	4	3	3
Citizenship		1 (n/a for 2 nd language pupils)	1 (n/a for 2 nd language pupils)
PSHEE	1	1	1
Total	35	35	35

Where appropriate, a reduced curriculum may be prescribed by the senior deputy head

Years 10 and 11

All lessons are 45 minutes long.
7 lessons per day.

Subject	Year 10		Year 11
English	6		6
Mathematics	5		5
Science	6		7
RS	3		2
PSHE	1		1
General PE	2		2
Option Group	3		3
Option Group	3		3
Option Group	3		3
Option Group	3		3
Total	35		35

6th Form curriculum allocation

NB Smaller teaching groups may receive one lesson less per week

	Group1	Group2	Group3	Group4	Group5	Games/ Community	Careers (embedded in an option group)	PSHEE
Lower Sixth	7	7	7	7	7	2	1	1
Upper Sixth	7	7	7	7	7	2	1	1

CURRICULUM SCHEDULE YEARS 7 – UPPER SIXTH FOR 2021/2022

Subject	Year 7	Year 8	Year 9	Year 10 and 11	Sixth form
Art	Carousel	Carousel	Carousel	Option	Option
Biology	n/a	n/a	Core	Option	Option
Business	n/a	n/a	n/a	Option	Option
Chemistry	n/a	n/a	Core	Option	Option
Citizenship	n/a	Option	Option	n/a	n/a
Combined science (Bio/Ch/Phy)	Core	Core	n/a	Core*	n/a
Computer science	Carousel	Carousel	Carousel	Option	Option
Design technology	Carousel	Carousel	Carousel	Option	Option
Drama	Core	Core	Core	Option	Option
Economics	n/a	n/a	n/a	n/a	Option
English	Core	Core	Core	Core	Option
English literature	Core	Core	Core	Core	Option
EPQ (Extended Project Qualification)	n/a	n/a	n/a	n/a	Option
Food and nutrition	Carousel	Carousel	Carousel	Option	Option
French	Carousel	Option/or	Option/or	Option/or	Option
Further Mathematics	n/a	n/a	n/a	Option	Option
Games	Core	Core	Core	Core	Core
Geography	Core	Core	Core	Option	Option
German	Carousel	Option/or	Option/or	Option/or	Option
Government and politics	n/a	n/a	n/a	n/a	Option
History	Core	Core	Core	Option	Option
Latin	Carousel	#	#	Option	n/a
Mathematics	Core	Core	Core	Core	Option
Media studies	n/a	n/a	n/a	Option	Option
Music	Core	Core	Core	Option	Option
Photography	n/a	n/a	n/a	n/a	Option
Physical education	Core	Core	Core	Option	Option
Physics	n/a	n/a	Core	Option	Option
PSHE	Core	Core	Core	Core	Core
Psychology	n/a	n/a	n/a	n/a	Option
Sociology	n/a	n/a	n/a	n/a	Option
Spanish	Carousel	Option	Option	Option	Option
Textile design	Carousel	Carousel	Carousel	Option	Option
Theology and philosophy	Core	Core	Core	Core	Option

Key

Core	included within the curriculum
Carousel	carousel - studied for a part of the year in rotation
Option	the subject may be taken as an option
n/a	the subject is not offered as this curriculum level
*	Combined Science at GCSE achieves two GCSE awards
#	Latin is an option from the start of Year 8 in addition to one of the modern foreign

Exercise book colours for Years 7-13

English	Dark Green
Languages	Orange
Humanities	Yellow and Purple
Maths	Blue
Science	A4 light green

2.3 Prep procedure

Please see CFCS prep policy and procedure.

2.4 Classroom management and organisation:

Management

The learning environment will be managed in such a way as to facilitate different styles of learning:

These different methodologies support learning styles to optimise strengths in learners. These include:

- Group work, organised according to appropriate criteria (i.e. Ability, mixed ability, interest etc)
- One to one teaching
- Collaborative learning in pairs or groups
- Independent learning
- Use of technology
- Use of wide range of materials including texts and other resources
- Practical demonstrations
- Project based learning

All areas of the learning environment will be planned for, including, where appropriate, the outside areas, in order to ensure opportunities for a range of practical activities, which will develop appropriate skills, concepts and knowledge.

Learning support assistants, learning support teachers and external agencies will be employed to support children with Special Educational Needs.

Organisation of classrooms

The classroom will be organised to facilitate learning and the development of independence. Classrooms are supported by the provision of technology resources. Staff will have their own teaching room whenever feasible.

Pupils will be encouraged to be involved in the maintenance and care of equipment and resources.

Behaviour management

This will be implemented as outlined in the whole school Behaviour Policy. All pupils and teachers are apprised of this through the parental information book, prep diary and teacher handbook.

2.5 Planning

Planning will take place regularly by subject at departmental meetings and at the heads of faculty meetings.

Long term planning in the Senior School is the responsibility of the heads of faculty curriculum committee, which reviews curriculum implementation and organisation. The committee takes heed of the targets set by the senior leadership team for the academic year.

In the Prep School, long term planning is the responsibility of the subject coordinators in conjunction with the director of studies and Prep School leadership team.

In the PPN, long term and medium term planning objectives are taken from the PPN curriculum booklet.

In order to ensure effective matching of tasks to needs, careful planning is needed to strengthen the close links between the Prep School and the Senior School. Curriculum co-ordinators are to hold regular meetings.

2.6 Screening

Please see admission policy and procedure and also the assessment procedure

2.7 Monitoring and evaluation

Assessment and evaluation is integral to the teaching and learning process. At Claremont Fan Court School we use assessment for a number of purposes.

Student Feedback

To provide feedback to improve students' learning
To motivate students
To diagnose students' strengths and weaknesses.

Certification

To grade students as part of coursework elements of external examination

Quality Assurance

To provide feedback to teachers
To improve teaching
To monitor standards over time

Different areas of learning and learning outcomes require different assessment approaches.

(See Assessment procedure)

2.8 Record-keeping and evaluation

In the Senior School heads of departments will regularly monitor learners' work (books/technology files). In the Prep and Pre-Prep School children's work is regularly monitored by subject coordinators, phase heads and heads.

The line manager will observe a lesson at least once a year (please refer to Appraisal, development and capability policy).

2.9 Resources

Each department will be equipped with a basic set of resources and books appropriate to the age range. Specialist resources will be stored in the appropriate curriculum resource cupboard / area, and will be regularly audited by the head of department/co-ordinator. head of dept. in the Senior School are budget holders for their depts.

In the Pre-Prep and Prep School, staff may contact subject/curriculum co-ordinators with suggestions for specialist materials which may need ordering. The budget is administered by the head and subject coordinators and individual staff can apply for additional resources for consideration as required.

Pupils will be taught how to use resources correctly and safely with care and respect; and with regard for health and safety and waste.

Care will be taken to ensure that resources reflect the cultural, linguistic and gender diversity of our society and that all pupils have equality of access.

Section 3

3.1 Constructivist learning and i-learning

*We have succeeded at teaching our students how to be taught and what we need to do is to teach them how to learn.'*²

Today's school students will grow up and work in a world that gives them access to massive amounts of information. Responsible attitudes to the use and communication via social media and i-safety is covered in all year groups.

It is essential that we ensure that students learn information literacy; how to access and validate information. The technical skills are easy but incorporation of critical thinking and inquiry necessitates change of teaching style and a new role for the teacher.

We were one of the first schools to embrace the use of a laptop as a normal way of working and this has been embedded in most year groups for fifteen years. During the pandemic, staff and students continued to develop their skills and understanding using such technology. Applications such as google classroom, google meet and kami allowed for the constructivist learning concept to continue in the unforeseen educational pathway. 2021-22 will need to see a continuation of this .

3.2 Learning processes

Children enter school at different stages of development. Children learn in different ways and at different rates of progress. In the course of learning students should be encouraged to develop their skills through a variety of processes.

These include:

- Investigation
- Experimentation
- Listening
- Observation
- Collaboration, talking and discussion
- Asking questions
- Practical exploration and role play
- Retrieving information
- Imagining
- Repetition
- Problem-solving
- Making choices and decision-making

² Alan November Empowering Students with Technology Pearson 2001

- At Claremont Fan Court School, opportunities are organised to allow pupils access to these processes, and for them to develop their own strategies to gain knowledge and skills.

3.3 Teaching strategies

Good practice incorporates the following teaching strategies:

- Discussion and questioning (open and closed as appropriate)
- Previewing and reviewing work
- Didactic teaching
- Interactive teaching
- Conferencing
- Listening
- Brainstorming
- Providing opportunities for reflection by pupils
- Demonstrating high expectations
- Providing opportunities for repetition / reinforcement
- Providing encouragement, positive reinforcement and praise
- Making judgments and responding to individual need
- Intervening, as appropriate, in the learning process in order to encourage development
- Providing all children with opportunities for success
- Using a range of communication strategies ~ verbal and non-verbal
- Using a range of strategies in any one session and activities should show a balance in terms of individual, group and whole class work.
- Planning opportunities for students to respond to feedback where appropriate

3.4 Differentiation

As each class is made up of individuals with different concepts, aptitudes, skills and knowledge, we believe that it is inappropriate for them to work on identical programmes of study.

Teachers will differentiate the curriculum in ways such as:

- Task
- Choice (Laddered objectives offering a warm/hot/blazing series of differentiated learning – Prep and PPN)
- Outcome

- Teacher / adult support

Differentiated tasks will be detailed in departmental schemes of work. Reference will be made in departmental planning to Individual Support Plans, gifted and talented learners and to support for children with English as an Additional Language.

3.5 Learning styles:

Children learn in a variety of ways, and for this reason it is necessary to ensure that planning incorporates as many styles as possible. These styles include:

- Individual learning
- Collaborative learning in small groups, or pairs
- One to one learning with an adult, or more able pupil
- Whole class
- Independent learning

3.6 Gifted and talented and interested

Gifted, Talented and interested learners are identified and benefit from particular programmes devised to assist them with their needs. See policy and procedure for details.

3.7 English as an additional language

Parents are advised to arrange intensive English language course outside school.