



# Curriculum Policy

Version 2

**This policy applies only to Post-16 New Collaborative Learning Trust institutions.**



## **CONTENTS**

<b>Paragraph Number</b>	<b>Heading</b>	<b>Page Number</b>
1.0	New Collaborative Learning Trust - Curriculum	2
2.0	Curriculum Intent	2
3.0	Curriculum Implementation	3
4.0	Curriculum Impact	3
5.0	GCSE Maths and English	4
6.0	ICT for Learning	4
7.0	Enrichment and Personal Development	4
8.0	Subject Enrichment	4
9.0	Progression-related Enrichment (subject-related)	4
10.0	Progression related Enrichment (general)	5
11.0	Work Experience	5
12.0	Extra-Curricular Enrichment	7
13.0	Personal Development through OPTIC	8
14.0	Personal Development and Enrichment through Fundamental British Values, Equality and Diversity and Citizenship	8
15.0	Personal Development through the Tutorial Programme	9
16.0	Provision for SEND and Learning Support	9
17.0	Provision for Gifted and Able students – The Excellence Academy	10
18.0	Provision for EAL (English as an Additional Language)	11
19.0	Provision for Children In Care (CIC)	11

## **1. New Collaborative Learning Trust - Curriculum**

1.1 Our curriculum offer has been predicated on our unique Trust vision to increase social mobility and ensure that all students make outstanding progress regardless of starting point and background. It has been informed by the geographical location of our individual colleges, with our central aim being to meet the needs and aspirations of students in these geographical areas. We see the curriculum as the broad mix of all the experiences gained by our students through our interwoven **Academic** and **Personal Development** Curriculum. This is delivered through academic subject lessons, pastoral tutor time, trips and visits, world of work opportunities through meaningful engagement and a wide range of other enrichment experiences.

## **2. Curriculum Intent**

2.1 The intention behind our academic and tutorial curriculum is to prepare students for life beyond college, allowing our students to flourish personally, socially and academically. This is achieved by providing a broad and balanced curriculum that is ambitious for all, with particular attention on students with Special Educational Needs and Disabilities (SEND), Looked After Child (LAC), disadvantaged students. A wide range of qualifications are available that include the opportunity to resit Level 2 GCSE maths and English Language as well as study Level 3 academic qualifications that include A levels, WJEC and Applied Generals. These qualifications enable students to pursue their interests, gain outstanding outcomes and achieve their future aspirations

2.2 The main features include:

- Evidence based pedagogy to plan, structure and sequence delivery of the curriculum.
- Programmes of study/pathways which meet the needs of students across the ability spectrum and enable all to thrive and achieve outstanding outcomes.
- Regular review of pathways to ensure local and national skills shortages are met.
- Widen participation in enrichment, personal development, and work-related experiences ensuring that exposure to work provides meaningful encounters, develops career aspirations and allows students to benefit from employment opportunities.
- Opportunities and embedded employability skills which enable students to make informed decisions about their futures, be those at university, on a degree/higher apprenticeship or through employment (university visits, external speakers and one-to-one support).
- Aspiring programme through the Trust Excel@ programme with activities that include access to Oxbridge, Extended Project Qualification (EPQ) and packages designed to support students to achieve their next steps.
- Targeted support for disadvantaged students that includes developing confidence, skills, resilience and cultural capital.
- Develop students through an academic and extra-curricular enrichment programme and Personal Development Curriculum embedded across college.
- Developing resilience, confidence and inclusivity.
- Staying safe and healthy.

### **3. Curriculum Implementation**

3.1 Our curriculum intent is successfully translated into practice through teachers who have expert knowledge in structuring and sequencing learning to allow knowledge to be stored in the long-term memory.

3.2 This is evidenced through:

- Challenging and engaging lessons delivered through sequenced and structured programmes of study: providing students with the 'bigger picture' and the ability to develop metacognitive skills.
- Teaching for Learning policy: encouraging pedagogical practices that allow for deep learning, retention, application and practice.
- Tutorials – one to one and group sessions focussing on a wide range of social and progression related issues.
- Enrichment offer – a wide range of opportunities to develop cultural capital and leadership skills.
- Assessment and Feedback Policy: including regular formative and summative assessments with interventions designed to improve curriculum access for all students.
- Mind the Gap: analysis of any gaps between groups of students – gender, disadvantaged, SEND and prior attainment.
- Careers guidance in line with Gatsby Benchmarks to ensure appropriate information and advice is given.
- Robust Quality Assurance and meeting schedule between teaching staff, progress tutors, Head of Schools, SLT and Trust Directors to retain sharp focus on broad and curriculum area specific intentions.

### **4. Curriculum Impact**

4.1 Curriculum impact is demonstrated through the acquisition of knowledge as well as the readiness of our students for their next stage.

4.2 It is evidenced in the following ways:

- Student outcomes – analysed at course, college and Trust level including value added data.
- Pathways evidence and destination data for our learners.
- Staff development walks and lesson observations.
- Meeting minutes.
- College and individual course attendance, punctuality and retention.
- Extra-curricular engagement.
- Progress tracking – gender, disadvantaged, SEND and prior attainment.
- Thriving and active Student Executive.
- Young adults who understand their value and the value of others.
- Excellent careers, information, advice and guidance.
- Embedding a rich knowledge-based curriculum.
- Ambitious and challenging curriculum.
- Learner voice.
- Student and parent feedback.
- Students ready to be active citizens in their communities and understand the world around them, including fundamental British values.

## **5. GCSE Maths and English**

- 5.1 Students who have not achieved a GCSE grade 4 in English Language or maths will be required to work towards the achievement of these qualifications. This is a condition of funding and supports the Trust culture of high aspiration and achievement. These qualifications are critical for employment and social mobility.
- 5.2 Wherever relevant, teachers will seek opportunities to develop students' literacy and/or numeracy through the teaching of the subject.

## **6. ICT for Learning**

- 6.1 Information learning technology (ILT) is a powerful tool for adding value in all aspects of learning. The aim of the Trust is to integrate a wide and creative use of ILT into lessons that complements the learning, as well as fully supporting student learning and achievement outside of the classroom. The Trust will actively encourage the development of ILT skills in all its students, including e-safety.

## **7. Enrichment and Personal Development**

- 7.1 Enrichment and personal development are fundamental components of each college's curriculum. Our intent is to support students not just to achieve outstanding outcomes in valuable qualifications, but to ensure their readiness for their next steps in learning and employment, their preparedness as young adults for the communities and the world around them, and to help develop the knowledge, behaviours and confidence to keep themselves safe, healthy and happy.
- 7.2 Enrichment and personal development take many forms.

## **8. Subject Enrichment**

- 8.1 Students have opportunities to participate in wide-ranging enrichment activities organised at subject level. The scope of these activities will vary from course to course and from college to college. Many of these activities seek to deepen and enrich learning by exploring the subject within an employment or societal context, and include:
- Trips and Visits;
  - Visiting Speakers;
  - Competitions and projects.

## **9. Progression-related Enrichment (subject-related)**

- 9.1 Subjects also organise a range of progression-related enrichment activities. These may be to help students recognise links between their current study and further study at university, or to explore progression opportunities with employers or apprenticeship providers. Such enrichment opportunities support each college's approach to providing high quality Careers Education, Information and Guidance (CEIAG) for options beyond level 3 study. Progression-related enrichment activities include subject-specific engagement with:
- Higher Education Providers;

- Apprenticeship Providers;
- Employers.

9.2 Each course establishes a 2-year enrichment and personal development plan setting out for students where there will be opportunities to participate in the 6 different aspects of subject enrichment or progression-related activities identified above. The trust has a minimum expectation that each course will provide at least three different opportunities selected from these 6 aspects, depending on the nature and context of each course and setting.

## **10. Progression-related Enrichment (general)**

10.1 As part of the Y12 Tutorial programme, students learn in detail about the different progression options open to them and the pros and cons of each. This complements the progression-related activities that students engage in during subject lessons. In Year 13 students are supported at each stage of the application process for their chosen route, whether that be higher education, apprenticeship or employment. In addition, a broader range of activities outside of the tutorial programme help to provide students with additional opportunities to make informed decisions about their next steps, or to develop further skills to support their readiness for study and employment at 18.

10.2 These include:

- career and progression fairs
- lunchtime talks with HE and Apprenticeship providers
- mock interviews
- application and employability workshops
- one-to-one career guidance appointments

## **11. Work Experience**

11.1 All students have the opportunity to take part in work experience. Work experience is promoted as an opportunity to find out more about the world of work and an important part of student discernment about their future options. In addition, work experience is a fundamental part of some Applied General courses, ensuring that students have an opportunity to gain relevant experience and see theory in action.

11.2 A dedicated work experience co-ordinator supports students with finding suitable placements and, through calls and/or visits with employers, ensures that placements are safe and appropriate, this is also then reviewed and confirmed by the Trusts Health and Safety Manager. Before the placement, students are briefed on the expectations of the workplace and how to make the most of their time with the employer, and afterwards, are asked to evaluate the skills and experiences gained and how useful the placement has been in informing their understanding of their chosen role and sector.

11.3 New Collaborative Learning Trust consider “work experience” to fall into two categories:

- Specific Work Experience
- General Employability Experience

### Specific work experience

- Significant face to face experience with an employer, relevant to the student's future plans or to explore other options that are not currently in their plans.
- Paid part-time work in a relevant role/sector that helps students develop employability skills or experience to help them progress to their next steps.
- Significant virtual experience with an employer scheme, relevant to the student's future plans or to explore other options that are not currently in their plans

Students can take part in specific work experience placements throughout their two years at New College, these may be in blocks or agreed full or part days.

### General employability experience

- Voluntary work that helps develop student's employability skills
- Paid part-time work that helps students develop employability skills or experience to help them progress to their next steps.

11.4 Work experience is promoted to all students within the college Tutorial programme and students are expected to consider undertaking a placement.

Support and advice to students is targeted. The aim of the Trust is for all students to have completed their programme having experienced the opportunity to develop wider employability skills and have the ability to gain valuable knowledge and understanding about the world of work.

11.5 Students are encouraged to further develop their employability skills by engaging with our Virtual Work Experience, Research and Virtual Engagement programme (VERVE). This provides students with the opportunity to develop their knowledge of industry and OPTIC skills (Organisation, Problem Solving, Teamwork, Initiative, and Communication) by engaging with employers remotely.

Examples of this include; virtual work experience, insight days, webinars, blogs, question and answer sessions and direct virtual engagement with employers. VERVE helps students to make informed decisions about future career routes and supports future applications for higher/further education and employment.

11.6 The courses below have a compulsory element of work experience placement linked to the course.

<b>Subject / course title</b>	<b>Experience/placement requirements</b>
Business Diploma (double)	2 weeks
Business Extended Diploma (triple)	2 weeks
Childcare CACHE Level 3 Diploma (triple)	Alternate weeks
HSC Diploma (double)	2 weeks
HSC Extended Diploma (triple)	2 weeks
Sport Diploma (double)	1 week
Sport Extended Diploma (triple)	1 week

11.7 College supports students in gaining the work placements that are required by students for HE progression into the following professions; Medicine, Dentistry, Veterinary, Nursing, Teaching, Social Care and other Health Care related jobs such as Radiography. College supports students in this.

11.8 The Individual Learning Plan (ILP), on cedar, is used by students to track and record their own personal encounters and experiences with employment and enrichment opportunities. This live document provides students with the opportunity to build up evidence for personal statements and application forms.

11.9 Special Education Needs and Disability Co-ordinators (SENDCOs) work with SEND students to ensure that a wide range of skills are developed and experienced through taking part in work placements. Students with Special Educational Needs or Disability (SEND), or any other additional needs, are supported appropriately through liaison with parents and relevant staff i.e. the SENDCO and the placement provider.

11.10 Students that are from disadvantaged backgrounds, students that are part of the care system and students that live independently are prioritised and given additional support to engage in work placements and work related experiences and activities.

## **12. Extra-Curricular Enrichment**

12.1 An extensive menu of extra-curricular enrichment opportunities is provided for students within each college. A flexible menu enables students to sign up to programmes ranging from 5 sessions, through to extended programmes of 30-sessions, each running at different times of the year.

12.2 The programme is adapted each year, responding to student demand, and the skills and interests of staff that run enrichment programmes. A system enabling staff to take lieu time during the Year 12 progression exams window incentivises and rewards staff contributions to the programme.

12.3 Extra-curricular activities fall into four categories:

- **Health and Wellbeing**  
These programmes support and encourage students to lead physically and mentally healthy lifestyles
- **Clubs and Societies**  
These programmes support students to develop interests, skills, friendships, personal and social qualities, and cultural capital, in areas not directly-linked to the courses offered within the college
- **Super-curriculum**  
The programmes enable students to explore interesting areas of subjects that are not explored within course specifications, often linking with higher education content and skills
- **Leadership and Life Experiences**  
These programmes support and encourage young people to become active members of their communities, or to develop skills for adult life

12.4 The extra-curricular enrichment programme is promoted to Year 12 students prior to enrolment, to all students during Freshers' Week, and at the end of the autumn term and to Y13 students throughout the year.

### **13 Personal Development through OPTIC**

13.1 The Trust has developed the OPTIC initiative to ensure students develop key transferable skills needed for the world of work throughout their programme of study, such as:

- Organisation
- Problem Solving
- Teamwork
- Initiative
- Communication

13.2 The high expectations that staff have with regards to students maintaining their folders and managing deadlines helps to support students in the development of their organisation skills. Through the implementation of activities that provide models, support deep processing and allow for varied practice, staff provide opportunities for students to develop their problem-solving skills. The development of students' ability to use their own initiative is facilitated by the feedback that staff provide following assessments, structured in such a way as to help students to identify their own areas for development and explain what they can do to improve. Furthermore, in making use of group work, staff also facilitate the development of students' team work and communication skills. Teaching staff ensure that these skills are embedded into their programmes of study and that students are aware of how these skills will support them with their next steps. There is also discussion and development of employability skills as part of the tutorial programme, and students have been asked to reflect on where and how they are developing these skills as part of the completion of their Individual Learning Plan (ILP) in tutorials.

### **14 Personal Development and Enrichment through Fundamental British Values, Equality and Diversity and Citizenship**

14.1 Students are encouraged to consider their impact on society, be aware of how society can have an impact on them and understand the role that they play in being a young person and New College student.

14.2 Fundamental British values are explored across college in a range of different ways:

- Within classrooms through discussions and links to curriculum content
- Communication with students in regular bulletins
- Visual displays around college
- A key feature within the tutorial programme with students being given the opportunity to discuss and debate key values and their role in college.

14.3 These approaches help contribute to the personal development of our students by giving them the opportunity to discuss and debate key issues in tutorials; the opportunity to reflect on their own personal values and feelings through the thought provoking questions posed on a regular basis; the chance to learn and develop a deeper understanding of these important values.

14.4 Equality and Diversity is also explored and celebrated across college in many ways.

- Tutorial sessions give students the opportunity to consider the importance of Equality and Diversity in society and the role that the wider college community has to play in this.
- Students actively engage in enrichment activities in college that promote and support raising the awareness of equality and diversity issues.
- The Student Executive at each college has a dedicated Equality and Diversity Officer
- Active roles in the Equality and Diversity committee in each college.
- The Trust Equality and Diversity calendar of events provides students with the opportunity to be involved in events in college and also gain knowledge and awareness of key national events.

## **15 Personal Development through the Tutorial Programme**

15.1 The Tutorial Programme is delivered weekly by a specialist pastoral team and is designed to support the academic journey of our students as well as their personal development. Tutorials include information and guidance on important issues such as:

- Positive mental and physical health and wellbeing
- How to recognise and develop healthy relationships
- How to be safe on line and wider E safety
- Development of effective study skills
- How to develop resilience
- Development of student 'Individual Learning Plans' that encourage students to acknowledge and build on their wider skills and experiences to support their 'next steps'
- Opportunities to discuss fundamental British values in college and the wider society
- Local threats to students including that of radicalisation
- Opportunities to discuss current equality and diversity issues
- Topical debates

## **16 Provision for SEND and Learning Support**

16.1 The needs of students with Special Educational Needs and Disabilities (SEND) will be recognised and analysed pre-enrolment so that support can begin before they arrive. Progress Tutors are specially selected to work with these students and a programme of study is tailored to the needs of the student. The impact of this can be measured using data based on the key performance indicators contained within the Six Dimensions of Performance analysis by Nick Allen, Peter Symonds Sixth Form College.

16.2 Individual support for students with SEND will be personalised to meet specific needs. The Special Educational Needs Co-ordinator (SENDCo) will oversee a process consisting of four stages with each student identified as having SEND; assessment and identification, implementation of appropriate support, review and intervention, and pre-progression. For most high needs students this process will begin prior to enrolment as their individual needs are discussed. In the case of students with EHC Plans this process could start as early as year 9, starting with an initial review meeting and subsequent annual review meetings. The SENDCo and the Study Support Tutors will collaborate with all appropriate persons to ensure the level of need and support for each student is thoroughly assessed, implemented and reviewed. Depending on the needs

of the student, this may mean a continual dialogue with the school, parents, health and care workers, and any other relevant professionals.

- 16.3 The SENDCo will work with the site team to ensure wherever possible that all modifications to the site for access are in place prior to the student commencing learning. Study support tutors will receive appropriate training to ensure that they can effectively support students with their individual needs and teaching staff will be provided with appropriate information if a student requires special consideration or support to aid their learning. Collaboration between Study support tutors, teaching staff and Progress Tutors, will be key to ensuring learning and pastoral support work is co-ordinated for the best interests for the student. The SENDCo will also work with the Exams Officer to ensure all evidence is collated for Exam Access Arrangements, in line with JCQ regulations. The Senior Leadership Team will support the SENDCo to ensure the timely return of evidence from teachers.
- 16.4 Once appropriate support is implemented, the SENDCo and the Study Support Tutors will use college assessment data to review the progress of all students with SEND across college and support packages will be adapted accordingly. Students with EHC plans and will receive an annual review meeting where parents/carers and all relevant professionals will be invited to review the student's progress towards achieving their outcomes and identify any new learning needs. In addition, all high needs students will have a personalised Termly Support Plan identifying their needs and strategies to support learning. These plans will be reviewed termly with input from teachers and progress tutors.
- 16.5 In addition to the careers guidance and information available to all students, SEND students in particular will have discussions both formally and informally with support staff about their progression and aspirations. This additional guidance will make sure SEND students are aware of the support they can access once they progress into adult life.
- 16.6 The SENDCo will liaise with the Work Experience Co-ordinator to ensure any learning needs are identified prior to placements commencing and ensure any support needs are identified and implemented.

## **17 Provision to raise aspirations**

- 17.1 Students have the opportunity to participate in a range of activities run by specialist staff to help them make progression choices appropriate to their ability and aspirations. If students decide to apply to a prestigious university such as Oxford or Cambridge, they will have access to an individual guidance programme in our Oxbridge super-curricular group to prepare them for the more demanding interview and selection process. Similarly, if they wish to apply for a higher competitive course such as Medicine and Veterinary Science, they will be given specific, individual advice, guidance and information. Students will be encouraged to attend many university visits, including our Oxford and Cambridge Residential Programme. As well as helping them with preparation they will be encouraged to participate in activities to help them fulfil their academic potential such as our trips and visits to student conferences, universities and cultural events. In addition to the specific support for students wishing to apply to Oxford and Cambridge, students applying to other Russell Group Universities are also given

specific and bespoke guidance within dedicated tutorial groups to support their applications.

#### 17.2 Features of the Excel@ programme include:

- Debates and discussions on current affairs.
- University visits.
- Support for UCAS one-to-one, individualised application and personal statement writing.
- Workshops on how to be a high achieving student.
- Interview preparation and training.
- Work experience placements.
- Extended Project Qualification.
- Presentations and mentoring from previous Gifted and Able students.
- MOOC (Massive Open Online Courses) support.
- In the pre-progression stage, students will work with tutors and a range of progression and IAG experts on planning to achieve their progression goals. This phase includes university application, job application, applications to further training and study and support with the additional elements of progression such as budgeting and living independently.

### **18 Provision for EAL (English as an Additional Language)**

18.1 Study Support staff will support any EAL student, with an identified need, through one-to-ones, termly review meetings and literacy support. The College will follow all JCQ guidance on applying for access arrangements (i.e. a bilingual dictionary) for students 'whose first language is not English, Irish or Welsh; and reflect the candidate's normal way of working within the centre' (JCQ Guidelines for Access Arrangements and Reasonable Adjustments, P.71, 5.18). The arrangements are not available for English Language or MFL exams.

18.2 Students and their families may be offered a translator for any face to face meetings with staff, including parents' evenings and contract meetings at all stages.

### **19 Provision for Children In Care (CIC)**

19.1 The Trust's approach to supporting the achievements of Children In Care and Care Leavers will focus on:

#### **19.2 Pre enrolment**

- The member of staff that leads on CIC will work closely with the local authority CIC/Care Leavers Team to establish a good working relationship and attend any meetings and/or reviews as requested.
- Prospective students are welcome to request a tour of the College prior to enrolment.
- Support can be offered with the application of the 16-19 bursary (if they have not already done this).
- A Progress Tutor will be appointed when the student enrolls.
- Travel queries will be answered.

### **19.3 On-Course**

- The member of staff that leads on CIC will work closely with the local authority CIC/Care Leavers Team to review each student to discuss achievement and progression plans. This is also an opportunity to identify any concerns and put supportive measures in place as required.
- The college will work closely with the carer/NOK of the student to establish good relationships and make them aware of the student's progress in college.
- Information and support regarding Employability, Further Education or Higher Education will be given, including any financial applications that need to be completed.
- Achievement and attainment will be monitored, and necessary supportive measures will be put in place as required.

### **19.4 End of Course**

- The local authority Leaving Care Team will provide support with the transition to Higher Education, Further Education or Employment.
- Destination information will be recorded.

### Policy Status

<b>Policy Lead (Title)</b>	Director for Curriculum and Education	<b>Review Period</b>	Annually
<b>Reviewed By</b>	Trust Executive Team	<b>Equality Impact Assessment Completed (Y/N)</b>	N

### POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	How Communicated
Version 1	08/02/2021			NCLT College Staff	Uploaded onto Moodle
Version 2  Updated by Helen Jackson	01/03/2022	Pg 2. Para 2.1	Removal of 'and gifted and able'	NCLT College Staff	Uploaded onto Moodle and NCLT Website
		Pg 2. Para 2.2	Removal of 'Challenge for the more able through Extended Project Qualification (EPQ), Excellence Academy and Oxbridge activities.'  Addition of 'Aspiring programme through the Trusts Excel@ programme with activities that include access to Oxbridge, Extended Project Qualification (EPQ) and packages designed to support students to achieve their next steps.'		
		Pg 3. Para 4.2	Rename 'learning walks' to 'staff development walks'.		