

Introduction

The Write Time curriculum is founded on the Glasser Quality Schools approach as expounded by Dr William Glasser. Key to the Glasser approach is the principles of Choice Theory and Reality Therapy. This successful approach has been used to support real change in the lives and behaviours of young people, as well as creating more effective schools, for over 20 years.

All of the young people who are referred to The Write Time have had previous experiences which make them vulnerable to underachievement and failure, and therefore undertaking education in a context based on the Quality School system will give them the opportunity to experience success and self-realisation. Because of this, each young person will begin his or her time at The Write Time by completing baseline assessments in all subjects before moving onto the full curriculum offer set out below.

1. Principles

- a. Promote equality and diversity and be consistent with and complementary to all other The Write Time Independent School policies.
- b. Meet the individual development needs and aspirations of learners according to the inclusive learning strategy of The Write Time Independent School.
 - i. There is a match between individual learners' needs and aspirations/wants and the programmes of study and support offered.
 - ii. All teaching teams will ensure an adapted and fluid delivery of learning programmes.
 - iii. All learners will have a Personal Development Plan which is supported through mentoring.
- c. Address national and local targets for education and training
 - i. The curriculum offered at The Write Time Independent School will extend participation in education, learning and training.
 - ii. The Write Time Independent School curriculum offer will be responsive to national initiatives ensuring that all students are fully prepared for life beyond The Write Time.
 - iii. The Write Time Independent School will provide a curriculum to raise achievement of young people.
 - iv. The Write Time Independent School curriculum will take account of the development of language, literacy, numeracy, and functional skills.
 - v. The Write Time Independent School curriculum will provide learners with a general understanding of the public institutions and public services that currently exist in England to further their independence and sustainability as adults.
- d. Provide learners with a full range of programmes of study and opportunities for progression.
 - i. Programmes of study will incorporate broad, fluid progression guidance (taken and applied directly from the assessment & marking policy) to allow learners to achieve their potential in externally validated qualifications.

- e. Provide learners with an entitlement curriculum.
 - i. All learners will be entitled to high quality teaching and learning which will encourage the development of skills required to become independent learners.
 - ii. All learners will be entitled to a coherent and soundly based curriculum that is responsive to the changing demands of the school and outside community
 - iii. All learners will be entitled to individual advice and guidance every day through a dedicated mentor. This is MATRIX accredited.
- f. Ensure that the curriculum offered is supported by appropriate plans and schemes of work for all the subjects taught, and that it is implemented effectively.
 - i. All staff will ensure that appropriate schemes of work are developed and adhered to along with appropriate assessment (i.e. AFL), behaviour management (BFL) and verification strategies, in line with The Write Time Independent School procedures.
- g. Ensure that partisan political views are not promoted in the teaching of any subject, whilst in attendance at The Write Time Independent School, or whilst taking part in extra-curricular activities which are provided or organised by The Write Time Independent School. This includes through the promotion of the school, and the distribution of promotional material.
- h. Promote British Values (democracy, the rule of law, individual liberty, mutual respect, and tolerance) as part of The Write Time curriculum and support the development of learners understanding of what it is to live and work in modern Britain today.
- i. Promote equality and diversity and be consistent with and complementary to all other policies.

The Write Time Leadership Team will review The Write Time School Curriculum policy (which feeds into the TWT self-assessment document) regularly and update it in line with new developments, and/or changes in awarding body specifications.

2. Theoretical Framework

The Write Time has three key philosophies that underpin the above, as well as our values of promoting education, high quality, supporting one another, and providing a safe environment. The three key philosophies are:

- Choice Theory,
- Kolb's Learning Cycle
- The Learning Zones Model.

Choice Theory is based on the principle that all we can give someone else is information, and everyone always has a choice to try and fulfil one of the five basic needs: love and belonging, power and self-worth, fun and enjoyment, survival, and freedom.

Kolb's Learning Cycle is a form of experiential learning which promotes learning by stealth, focusing on students planning, doing, reviewing, and then applying what they've learnt to a similar situation.

The Learning Zone model shows us how we can create learning situations, by moving students out of their comfort zone, i.e. things they already know, but not too far so as to take them into their panic zone. An example of this is students and their parents have to 'buy-in' and choose to use our services at induction, and this choice is assessed to ensure it's a fully informed one and genuine one; the mentor uses choice-theory-designed activities in mentoring to develop the student's soft skills; engaging activities involve the full range of key philosophies that stretch their comfort zones through learning by stealth and learner-led activities that involve choice; students are given the choice as to what qualification to choose but need to show commitment to that programme to be entered for it (the idea of choice with consequences); and then, using their personal development plan where students choose their path, the students work towards their positive destination.

3. Roles and Responsibilities

Managing Director & Governors

The Board of Governors is made up of Paul Keenleyside (Quality Assurance), Moira Oliver (WGI UK), Chris Murray (Chair of Governors, Managing Director of The Write Time).

The Board of Governors will have responsibility for the following areas:

- Formal governance procedures of the school
- Ensuring safeguarding of students
- Adherence to the Independent School Standards
- Compliance with regulatory requirements
- The overall vision & long-term direction of the school
- Medium and Long-term funding of the school

Headteacher

The Headteacher of The Write Time Independent School is Lana Philippon. The Deputy Headteacher is Emma Louise Dear. The Assistant Headteacher is Debbie Brindle-Carter.

The Headteacher will have responsibility for the following areas:

- Overseeing general development of The Write Time Alternative Provision
- Responsibility for improving teaching & learning, partly through lesson observations and lesson walks
- Ensuring attendance of pupils meets the required internal and external standards
- Ensuring behaviour of pupils meets the required internal and external standards
- Ensuring that the safeguarding of students is always the top priority, especially on off-site visits (in line with the NPC procedure)
- Adhering to and monitoring of the School's Budget
- Inducting students and parents into the values, ethos, and approach of The Write Time Independent School
- Ensuring the school has a plentiful supply of referrals, with the aim of having a 'waiting list'
- Ensuring that pastoral and referral files of each pupil that joins The Write Time, for however long, are accurate and up to date
- Being part of the teaching staff of the school, taking first-hand responsibility for teaching in the classroom
- Overall responsibility for pupil outcomes who join The Write Time

- Ensuring that every young person (who stays with The Write Time until the end of Year 11) has a post-16 positive destination
- Acting as, and having overall responsibility for the position of key parent liaison alongside the mentor, and form tutors
- Ensuring that all staff have a continuous programme of CPD throughout the academic year, that matches the needs and challenges of the school
- Promoting the school through a variety of marketing mechanisms to boost referral rates
- Managing academic interventions of students on-roll at The Write Time, including chairing teaching & learning meetings
- Ensuring that academic files of each pupil that joins The Write Time, for however long, are accurate and up to date
- Ensuring that all staff understand, and adhere to all aspects of the assessment & marking and curriculum policies
- Adhering to and monitoring of the School's Budget
- Monitoring, managing, and developing use of technology in the classroom
- Proposing exam entries to head of quality (office lead)
- Monitoring, managing, the development of the school curriculum.
- Being part of the teaching staff of the school, taking first-hand responsibility for all- teaching in the classrooms

Office Lead

The current Office Lead at The Write Time Independent School is Maria Shah.

The Office Lead will have the following responsibilities:

- Ensuring that the agreed academic calendar is adhered to.
- Chairing attendance meetings and working with the headteacher and mentors to develop attendance strategies.
- Monitor holistic progress of the school against the TWT PIAP and support the headteacher and deputy headteacher in fulfilling this.
- Support the operational school staff with implementation of school-wide procedures that exist on Arbor, as well as accessing data from Arbor that includes attendance, academic progress etc.
- Making formal exam entries and organising, in their entirety, exam windows for the school across both Functional Skills and GCSE.

Form Tutors & Teachers

When a young person is inducted onto The Write Time's Independent School, they are allocated a form tutor. This form tutor will be a teacher, and they will have the following responsibilities:

- Ensuring that there are demonstrable pupil outcomes for the classes that they teach.
- Providing day-to-day updates (positively and negatively) to parents/carers on the general progress, pastorally and academically, of their tutees.
- Strictly adhering to curriculum, assessment & marking, behaviour, safeguarding, health & safety and all other core and non-core policies, including academic files and resource files.

- Supporting other staff wherever needed to ensure the smooth running of the school, and overall development of it.

Outreach Development Tutors (ODT)

When a young person is inducted onto The Write Time's Independent School, they are allocated a mentor (Outreach Development Tutor). This ODT will have the following responsibilities:

- Ensuring that there are demonstrable pupil outcomes for the ~~classes that they teach~~ pupils they mentor.
- Providing day-to-day updates (positively and negatively) to parents/carers on the general progress, pastorally and academically, of their mentees
- Strictly adhering to curriculum, assessment & marking, behaviour, safeguarding, health & safety and all other core and non-core policies, including pastoral and referral files
- Supporting other staff wherever needed to ensure the smooth running of the school, and overall development of it
- Supporting the headteacher by reinforcing attendance and behaviour policies on a day-to-day basis

3. Curriculum Overview – Examined (including Controlled Assessments)

There are two subjects that are accredited through examination: Mathematics and English Language

For Mathematics:

Edexcel Entry Level 1, Entry Level 2, Entry Level 3, Level 1, and Level 2 Functional Skills (examinations up to Entry Level 3 are externally set, internally-assessed, externally moderated controlled assessment based – please refer to the controlled assessment policy for more details).

Edexcel GCSE Maths Foundation Tier, or GCSE Maths Higher Tier.

For English Language:

Edexcel Entry Level 1, Entry Level 2, Entry Level 3, Level 1, and Level 2 Functional Skills (examinations up to Entry Level 3 are externally set, internally-assessed, externally moderated controlled assessment based – please refer to the controlled assessment policy for more details).

Edexcel GCSE English (please note that there is a speaking and listening non-examined component of this that is treated as an internally assessed, externally moderated controlled assessment)

4. Literacy and Oracy – Please refer to the Literacy and Oracy Policy for more details

All teachers are teachers of literacy. Language is the prime medium through which Pupils learn and express themselves across the curriculum, and therefore all staff have a role in supporting the development of effective literacy. As such, The Write Time School is committed to developing literacy and oracy skills in all of our pupils, in the belief that it will support their learning and raise standards across the curriculum. How well pupils speak, listen, read and write has a major influence on how well they do at school and in their futures.

The Write Time School believes that pupils should:

- Be able to speak with confidence and clarity.
- Have a suitable vocabulary with which they can articulate their response.

- Have an interest in books and read for enjoyment.
- Have an interest in words, their meanings and so develop a growing vocabulary in spoken and written forms.
- Read and write for communication and understanding.

We want to ensure that every pupil at The Write Time School is able to read, to understand text, decode and extend their knowledge by being exposed to different reading materials.

5. Curriculum Overview – Vocational Qualifications

The Write Time School delivers a Key Stage 4 curriculum which has a strong focus on preparing young people for adult life and the world of work. Relevant qualifications are delivered through AIM (AIMVOCS) at E3/Level 1/2 Certificate and Diploma. These are assessed through coursework which is internally and externally verified. The areas that The Write Time pupils cover are:

- Skills for Working in the Health, Lifestyle and Science Industries (Health and Social Care)
- Skills for Working in Health, Lifestyle and Science Industries (Sport, Leisure and Recreation)
- Skills for Working in Engineering and Manufacturing Industries (Motor Vehicle Studies)
- Skills for Working in Catering and Hospitality Industries (Food Technology)

These are supplemented by qualifications that focus on developing personal resilience and skills for life

- Bronze Arts Award
- Princes Trust Achieve Award and Certificate at E3/L1
- AIM Qualifications Entry Level Award in Developing Independent Living Skills (Entry 3)
- I Can Lead (Sport England Leadership Award/Certificate)

6. Curriculum Overview – flexible education packages

Young People at The Write Time may sometimes require a more personalised education package, often made up of sessions both in school and in the community. These packages may be required because of their individual needs, previous experiences, the fact that they find a school environment very challenging, experience high levels of anxiety, or because they have a clear sense of the vocational direction they want to go in and want to engage more fully in the workplace.

In each case, The Write Time will work with parents/carers and the commissioner to ensure that an appropriate, highly bespoke package, that meets the needs and addresses barriers to learning for each individual young person is put in place. This package must refer to any EHCP targets and outcomes.

All flexible education packages include mentoring support delivered by experienced ODTs at the family home or in the community. Staff take a flexible and creative approach and can often address learning targets via 'under the radar' learning, framing a particular curriculum around individual interests and motivations of each student.

The packages may include:

- College placements
- Online learning with a Quality Assured specialist provider
- Extended vocational placement
- Extended community placements

- Community Tutoring
- Work Experience

The ODT/mentors focus is on preparing young people for their next steps, which might be working towards full time attendance at The Write Time or another educational provision, or transition into vocational training or employment.

7. Soft Skills Matrix & PSD

Non-academic, personal and social development targets are measured and linked to the PDPs. Students are measured every two weeks through agreement with their mentor in one-to-one mentoring sessions. The weekly measurements will be in the areas of the 8 Personal and Social Skills (Positive Behaviour, Time management, Critical Thinking, Effort, Participation and Teamwork, Communication, Leadership, Negotiation and Conflict) and are developed using a cross-curriculum model.

Students will be able to judge themselves, with support of the mentor, based on recent events and discursive evidence to be clear about where they are on the scale of meeting expectations in each area.

8. Curriculum Overview – Community Learning

Our Community Learning offers all students at The Write Time the opportunity to explore their local and wider community areas, enabling them to stretch their comfort zones when in social situations and places of high sensory input. It is important to note that We use Kolb's Experiential Learning model to support students to develop greater understanding of the world around them and how things work.

9. Curriculum Overview – ICT

Our ICT offering to students comes through the medium of iMacs, laptops, and iPads. Students have the opportunity to create word documents, PowerPoints, and excel spreadsheets through our iMac suite, but also have the opportunity to be creative through the use of iPads. This involves skills and Maths-based apps to develop students' knowledge of times tables. ICT is embedded within all subject areas and students have opportunities to expand their knowledge of various IT skills. For more details, please refer to our specific schemes of work on how ICT is threaded throughout each and every subject, and simply on a day-to-day basis, students can be regularly seen using iPads and laptops productively, including even for Music production.

10. Timetable

Our timetable is split into two Key Stages, Key Stage 3, comprising 4 Nurture Groups, and 3 Key Stage 4 groups, comprising a Nurture Group, a functional skills group, and a GCSE group. For more information on this, please refer to the assessment and marking policy. Below is a table showing which subjects each group have including the number of lessons of each. It is important to note that due to the complex needs of a number of our learners some of them will be following highly individualised programmes and/or working towards integrating into the full timetable.

Key Stage 3 Year 7 and 8 2024/25

Subject/other activity	Lessons per week	Comments
English	4	
Mathematics	4	
Physical Education	4	
Science	2	Based on Sports Science
PSHE/RSE	2	PSHE/RSE/British Values/CEIAG with learner specific SEN approach
Design and Technology	4	Healthy eating/cooking
Humanities / Thematic Project work	4	Including Geography and MfL
Art	4	
Literacy	2	Response to the identified needs within Year 7 and 8 for supplemental literacy and reading interventions
Total	30	

Key Stage 3 Year 9 2024/25

Subject/other activity	Lessons per week	Comments
English	4	
Mathematics	4	
Physical Education	2	
Science	2	
PSHE/RSE	2	PSHE/RSE/British Values/CEIAG with learner specific SEN approach
Design and Technology	4	Healthy eating/cooking
Humanities / Project work	4	Including Geography and MfL
Art	4	
Wellbeing	2	Response to the identified needs within Year 9 for additional emotional wellbeing intervention.
Total	30	

Key Stage 4 2024/25

Subject/other activity	Lessons per week	Comments
English	4	GCSE or Functional Skills
Maths	4	GCSE or Functional Skills
Food	4	Food Tech Award
Sports Science	2	AIMVOC
Physical Education	2	
PSHE	2	PSHE/British Values/CEIAG
Key Stage 4 options	4	One of qualifications (E3/L1): <ul style="list-style-type: none"> • Motor Vehicle Studies • Health & Social Care
Arts Award	2	
Princes Trust	4	Including: <ul style="list-style-type: none"> • Careers • Supported work experience, Community Visits, Preparing for Adult Life accreditation
Note: where appropriate, and as part of their individualised programmes Key Stage 4 learners may follow off-site vocational courses and extended work experience placements.		

Appendix A – Curriculum Map

The Write Time Independent School is registered as an independent school and conforms to the standards of provision set out in the DfE Information Pack for the Registration of Independent Schools.

The following table sets out how The Write Time Independent School provides pupils with a broad and balanced curriculum. Where pupils are not registered with The Write Time for full-time provision, we work closely with their full-time educational provider (school/local authority) to ensure that the following provisions are in place.

Key Stage 3 & 4

<u>Required Provision</u>	<u>Description</u>	<u>How This Is Provided</u>
Linguistic	This area is concerned with developing pupils' communication skills and increasing their command of language through listening, speaking, reading, and writing. In all schools, there must be lessons in written and spoken English. Many schools will also teach other languages, and some will use a language other than English as the main medium of instruction.	Key Stage 3 English Functional Skills English. GCSE English Language.
Mathematical	This area helps pupils to make calculations, to understand and appreciate relationships and patterns in number and space, and to develop capacity to think logically and express themselves clearly. Their knowledge and understanding of Mathematics should be developed in a variety of ways, including practical activity, exploration, and discussion.	Key Stage 3 Maths, Functional Skills Maths; GCSE Maths; Employability; Sports Science; PSHE, Food Tech, PE and Sport, Community Learning
Scientific	In Key Stage 3 we teach Sports Science to encourage students to make healthy choices whilst eating and exercising. Sports Science helps students to understand how their bodies work. In Key Stage 4, Computer Science is used to develop multiple skills to prepare students for life beyond school.	Key Stage 3 Sports Science, unitised accreditation via AIM VOC.
Technological	Technological skills can include the use of information and communication technology (ICT); developing, planning, and communicating ideas; working with tools, equipment, materials and components to produce good quality products; and evaluating processes and products.	Key Stage 3 Cookery and use of BKSb in Maths and English Functional Skills and GCSE; ICT embedded throughout every subject through laptops and iPads
Human & Social	This area is concerned with people and with their environment, and how human action, now and in the past, has influenced events and conditions. In most schools, the subjects of history and geography make a strong contribution to this area.	Developed using the PSHE/RSE Curriculum.

Physical	This area aims to develop the pupils' physical control and coordination as well as their tactical skills and imaginative responses, and to help them to evaluate and improve their performance. Pupils should also acquire knowledge and understanding of the basic principles of fitness and health.	PE for all Key Stages, Leadership Award (I Can lead), Prince's Trust and AIM VOC unitised awards to recognise physical activities.
Aesthetic & Creative	This area is concerned with the processes of making, composing, and inventing. There are aesthetic and creative aspects of all subjects, but some make a particularly strong contribution including Art, Music, Dance, Drama, and the study of Literature because they call for personal, imaginative, and often practical responses.	Key Stage 3 Cookery and Arts Award
Spiritual, Moral, Social, and Cultural Development	Pupils should be led towards: distinguishing right from wrong; respecting civil and criminal law; acting consistently with their beliefs; acting with a view to consequences of their own and others' actions; becoming confident and positive contributors to their local communities and society; becoming effective users of public services and facilities (according to their maturity); gaining insights into the origins and practices of their own cultures, and into those of society more widely; respecting the fundamental British values of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; appreciating racial and cultural diversity; avoiding and resisting racism; and developing a balanced perspective of opposing views.	PSHE/RSE at both Key Stages, Functional Skills, and Votes4Schools weekly to enable democratic processes to develop.

Subject	Study Programme Curriculum Map							
	Linguistics	Mathematical	Scientific	Technological	Human and Social	Physical	Aesthetic and Creative	PSHE
English	✓	✓			✓		✓	✓
Mathematics	✓	✓	✓	✓				✓
Skills for Working in Catering and Hospitality	✓	✓	✓	✓	✓		✓	✓
Skills for Working in Engineering and Manufacturing Industries	✓	✓	✓	✓	✓	✓		✓
Skills for Working in Health, Lifestyle and Science	✓		✓	✓	✓	✓		✓
PSD	✓	✓	✓		✓	✓		✓
Prince's Trust	✓	✓	✓		✓	✓		✓
Work Experience	✓	✓			✓	✓	✓	✓

Appendix B – Courses Offered

Key Stage 3/4

<u>Course Title</u>	<u>Awarding Body</u>	<u>Grading</u>	<u>Components</u>	<u>Tiers</u>
<u>ELC 1 Functional Skills in Mathematics</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 written exam</u>	<u>N/A</u>
<u>ELC 2 Functional Skills in Mathematics</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 written exam</u>	<u>N/A</u>
<u>ELC 3 Functional Skills in Mathematics</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 written exam</u>	<u>N/A</u>
<u>Level 1 Functional Skills in Mathematics</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 written exam</u>	<u>N/A</u>
<u>Level 2 Functional Skills in Mathematics</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 written exam</u>	<u>N/A</u>
<u>ELC 1 Functional Skills in English</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 writing exam</u> <u>1 reading exam</u> <u>1 speaking & listening</u>	<u>N/A</u>
<u>ELC 2 Functional Skills in English</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 writing exam</u> <u>1 reading exam</u> <u>1 speaking & listening</u>	<u>N/A</u>
<u>ELC 3 Functional Skills in English</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 writing exam</u> <u>1 reading exam</u> <u>1 speaking & listening</u>	<u>N/A</u>
<u>Level 1 Functional Skills in English</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 reading exam</u> <u>1 writing exam</u> <u>1 speaking & listening</u>	<u>N/A</u>
<u>Level 2 Functional Skills in English</u>	<u>Edexcel</u>	<u>PASS/FAIL</u>	<u>1 reading exam</u> <u>1 writing exam</u> <u>1 speaking & listening</u>	<u>N/A</u>
<u>Pearson Edexcel Level 1/Level 2 (9-1) GCSE English Language 1ENO</u>	<u>Edexcel</u>	<u>Grades 1-9</u>	<u>2 written exams</u> <u>1 speaking & listening non-examined component</u>	<u>None</u>

<u>Pearson Edexcel Level 1/Level 2 (9-1) GCSE Mathematics 1MA1</u>	<u>Edexcel</u>	<u>Grades 1-9</u>	<u>3 written exams</u>	<u>Foundation Tier (Grades 1-5)</u> <u>Higher Tier (Grades 4-9)</u>
<u>AIM VOC– Award/Cert/Diploma in Progression Entry Level 3/Level 1</u>	<u>AIM VOC</u>	<u>PASS/FAIL</u>	<u>Portfolio Evidence</u>	<u>N/A</u>
<u>Prince’s Trust Achieve Award/Certificate Entry Level 3/Level 1</u>	<u>Prince’s Trust</u>	<u>PASS/FAIL</u>	<u>Portfolio Evidence</u>	<u>N/A</u>
<u>I Can Lead Entry Level 3/Level 1</u>	<u>Sport England</u>	<u>PASS/FAIL</u>	<u>Portfolio Evidence</u>	<u>N/A</u>