

Functional Skills offered mostly to **Year 12** (and Y13) students who don't resit English or Maths GCSEs. Usually Y12s follow the **Level 2** courses unless necessary to do lower levels after initial assessment.

## CURRICULUM SUMMARY – FUNCTIONAL SKILLS

Although the tables below outline a plan, each course is bespoke, so students may accelerate through or remain at a certain qualification level until they achieve certification.

### FS ENGLISH – ENTRY LEVEL 3

TERM 1 READING	TERM 2 WRITING	TERM 3 SPEAKING, LISTENING & COMMUNICATION REVISION AND PREPARATION FOR EXAMS
<p><b>CONTENT</b></p> <ol style="list-style-type: none"> <li>1. Read correctly words designated for Entry Level 3</li> <li>2. Identify, understand and extract the main points and ideas in and from texts</li> <li>3. Identify different purposes of straightforward texts</li> <li>4. Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge of different word types)</li> <li>5. Understand organisational features and use them to locate relevant information (e.g. contents, index, menus, tabs and links)</li> </ol>	<p><b>CONTENT</b></p> <p><b>SPG:</b></p> <ol style="list-style-type: none"> <li>1. Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas)</li> <li>2. Form irregular plurals</li> <li>3. Use mostly correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinite articles)</li> <li>4. Use the first, second and third place letters to sequence words in alphabetical order</li> <li>5. Spell correctly words designated for Entry Level 3</li> </ol> <p><b>Writing Composition:</b></p> <ol style="list-style-type: none"> <li>1. Communicate information, ideas and opinions clearly and in a logical sequence (e.g. chronologically, by task)</li> <li>2. Write text of an appropriate level of detail and length</li> <li>3. Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points</li> <li>4. Write in compound sentences and paragraphs where appropriate</li> <li>5. Use language appropriate for purpose and audience</li> </ol>	<p><b>CONTENT</b></p> <ol style="list-style-type: none"> <li>1. Identify and extract relevant information and detail in straightforward explanations</li> <li>2. Make requests and ask concise questions using appropriate language in different contexts</li> <li>3. Communicate information and opinions clearly on a range of topics</li> <li>4. Respond appropriately to questions on a range of straightforward topics</li> <li>5. Follow and understand the main points of discussions</li> <li>6. Make relevant contributions to group discussions about straightforward topics</li> <li>7. Listen to and respond appropriately to other points of view, respecting conventions of turn-taking</li> </ol>
<p><b>ASSESSMENTS</b></p> <ul style="list-style-type: none"> <li>• Standardised writing and reading assessments, where practice past papers are used</li> <li>• Spelling tests</li> <li>• Official Reading and Writing Entry Level 3 PEARSON exams at the end of the year usually in May with time to resit</li> <li>• Speaking assessments (Task 1 includes two explanations followed by Q&amp;A and Task 2 is an informal discussion) in class</li> </ul>		
<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <ul style="list-style-type: none"> <li>• Encourage students to read more any factual text at any household, like letters, invitations, magazines, leaflets, newspapers, user manuals, travel guides, recipes, bank documents, contracts, subtitles on TV and any books</li> <li>• Remind students to work independently on BKSb, the online platform offered by school, which designs a tailored made course for each learner to enhance reading and writing skills according to the FS Curriculum.</li> <li>• Encourage students to read the news every day by using any news apps</li> </ul>		

## FS ENGLISH – LEVEL 1

TERM 1 READING	TERM 2 WRITING	TERM 3 SPEAKING, LISTENING & COMMUNICATION REVISION AND PREPARATION FOR EXAMS
<p><b>CONTENT</b></p> <ol style="list-style-type: none"><li>1. Identify and understand the main points, ideas and details in texts</li><li>2. Compare information, ideas and opinions in different texts</li><li>3. Distinguish between fact and opinion</li><li>4. Recognise that language and other textual features can be varied to suit different audiences and purposes</li><li>5. Use reference materials and appropriate strategies to find the meaning of words</li><li>6. Understand organisational and structural features and use them to locate relevant information</li><li>7. Infer from images meanings not explicit in the accompanying text</li><li>8. Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)</li><li>9. Read and understand a range of specialist words in context</li><li>10. Use knowledge of punctuation to aid understanding of straightforward texts</li></ol>	<p><b>CONTENT</b></p> <p>SPG:</p> <ol style="list-style-type: none"><li>1. Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li><li>2. Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</li><li>3. Spell words used most often in work, study and daily life, including specialist words</li></ol> <p>Writing Composition:</p> <ol style="list-style-type: none"><li>1. Communicate information, ideas and opinions clearly, coherently and accurately</li><li>2. Write text of an appropriate level of detail and of appropriate length</li><li>3. (including where this is specified) to meet the needs of purpose and audience</li><li>4. Use format, structure and language appropriate for audience and purpose</li><li>5. Write consistently and accurately in complex sentences, using paragraphs where appropriate</li></ol>	<p><b>CONTENT</b></p> <ol style="list-style-type: none"><li>1. Identify relevant information and lines of argument in explanations</li><li>2. Make requests and ask relevant questions to obtain specific information in different contexts</li><li>3. Respond effectively to detailed questions</li><li>4. Communicate information, ideas and opinions clearly and accurately on a range of topics</li><li>5. Express opinions and arguments and support them with evidence</li><li>6. Follow and understand discussions and make relevant contributions</li><li>7. Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium</li><li>8. Respect the turn-taking rights of others during discussions</li></ol>
<p><b>ASSESSMENTS</b></p> <ul style="list-style-type: none"><li>• Standardised writing and reading assessments, where practice past papers are used</li><li>• Spelling tests</li><li>• Official Reading and Writing Level 1 PEARSON exams at the end of the year usually in June</li></ul> <p>Speaking assessments in class (Task 1 is a 3 minute talk followed by Q&amp;A and Task 2 is a formal discussion)</p>		
<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <ul style="list-style-type: none"><li>• Encourage students to read more any factual text at any household, like letters, bank documents, invitations, magazines, leaflets, newspapers, user manuals, travel guides, recipes, contracts, subtitles on TV, any books</li><li>• Remind students to work independently on BKSb, the online platform offered by school, which designs a tailored made course for each learner to enhance reading and writing skills according to the FS Curriculum.</li><li>• Encourage students to read the news every day by using any news apps</li></ul>		

## YEAR 12-13 ENGLISH – LEVEL 2

TERM 1 READING	TERM 2 WRITING	TERM 3 SPEAKING, LISTENING & COMMUNICATION REVISION AND PREPARATION FOR EXAMS
<p><b>CONTENT</b></p> <ol style="list-style-type: none"><li>1. Compare information, ideas and opinions in different texts, including how they are conveyed</li><li>2. Identify implicit and inferred meaning in texts</li><li>3. Understand the relationship between textual features and device</li><li>4. Use a range of reference materials and appropriate resources to find the meanings of words in straightforward and complex sources</li><li>5. Understand organisational features and use them to locate relevant information</li><li>6. Analyse texts, of different levels of complexity, recognising their use of vocabulary and identifying levels of formality and bias</li><li>7. Identify different points of view and distinguish fact from opinion</li><li>8. Identify different styles of writing and writer’s voice</li></ol>	<p><b>CONTENT</b></p> <p>Correct Spelling, Grammar and Punctuation</p> <p>Writing Composition:</p> <ol style="list-style-type: none"><li>1. Communicate information, ideas and opinions clearly, coherently and effectively</li><li>2. Use appropriate level of detail and of appropriate length to meet the needs of purpose and audience</li><li>3. Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables)</li><li>4. Convey clear meaning and establish cohesion using organisational markers effectively</li><li>5. Use different language and register (e.g. persuasive techniques, supporting evidence, specialist words), suited to audience and purpose.</li><li>6. Construct complex sentences consistently and accurately, using paragraphs where appropriate</li></ol>	<p><b>CONTENT</b></p> <ol style="list-style-type: none"><li>1. Identify relevant information from extended explanations</li><li>2. Follow narratives and lines of argument</li><li>3. Respond effectively to detailed questions</li><li>4. Make requests and ask detailed questions to obtain specific information in a range of contexts</li><li>5. Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required</li><li>6. Express opinions and arguments and support them with relevant and persuasive evidence</li><li>7. Use language that is effective, accurate and appropriate</li><li>8. Make relevant and constructive contributions to move discussion forward</li><li>9. Adapt contributions to discussions to suit audience, purpose and medium</li><li>10. Interject and redirect discussion using appropriate language and register</li></ol>
<p><b>ASSESSMENTS</b></p> <ul style="list-style-type: none"><li>• Standardised writing and reading assessments, where practice past papers are used</li><li>• Spelling tests</li><li>• Official Reading and Writing Level 2 PEARSON exams at the end of the year usually in June</li><li>• Speaking assessments in class</li></ul>		
<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <p>Encourage students to read more any factual text at any household, like letters, bank documents, invitations, magazines, leaflets, newspapers, user manuals, travel guides, recipes, contracts, subtitles on TV, any books</p> <p>Remind students to work independently on BKSb, the online platform offered by school, which designs a tailored made course for each learner to enhance reading and writing skills according to the FS Curriculum.</p> <p>Encourage students to read the news every day by using any news apps</p>		

## FS MATHS - ENTRY LEVEL 3

TERM 1 UNIT 1 NUMBERS	TERM 2 UNIT 2 MEASURES, SHAPES AND SPACE	TERM 3 UNIT 3 HANDLING DATA REVISION AND PREPARATION FOR EXAMS
<p><b>CONTENT</b></p> <ol style="list-style-type: none"><li>1. Count read and write numbers to 1000</li><li>2. Add and Subtract 3 digit numbers</li><li>3. Divide three digit numbers by single and 2 digits with remainders</li><li>4. Multiply 2 digit numbers by single and 2 digits</li><li>5. Round numbers up to 1000 by 10, 100 and use to check results</li><li>6. Recognise and extend number sequences to 100</li><li>7. Read write and understand <math>\frac{1}{3}</math>, <math>\frac{1}{4}</math>, <math>\frac{1}{5}</math> and <math>\frac{1}{10}</math>ths in all forms</li><li>8. Read write and use decimals to 2 dp</li><li>9. Recognise and continue a sequence using decimals</li></ol>	<p><b>CONTENT</b></p> <ol style="list-style-type: none"><li>1. Calculate money with decimal notation and write correctly £ and p</li><li>2. Round money to nearest £ and 10p</li><li>3. Read measure and record time using am and pm</li><li>4. Read analogue and digital clocks and use 24 hour clock</li><li>5. Use and compare measures of length, capacity, weight and temperature using metric units to the nearest labelled or unlabelled division</li><li>6. Compare metric measures of length (mm, cm, m, km) and measure using ruler</li><li>7. Compare metric measures of weight (g and kg) and measure using scales</li><li>8. Compare metric measures of capacity (ml and L)</li><li>9. Sort 2-D and 3-D shapes using properties, including lines of symmetry, length, right angles, angles, including in rectangles and triangles</li><li>10. Use appropriate positional vocabulary to describe position and direction, including eight compass points and full/half/quarter turns</li></ol>	<p><b>CONTENT</b></p> <ol style="list-style-type: none"><li>1. Extract information from lists, tables, diagrams and charts and create frequency tables</li><li>2. Interpret information, to make comparisons and record changes, from bar charts and simple line graphs</li><li>3. Organise and represent information in appropriate ways, including tables, diagrams, simple line graphs and bar charts</li></ol>
<p><b>ASSESSMENTS</b></p> <ul style="list-style-type: none"><li>• Standardised assessments at the end of each unit, where past paper questions are used</li><li>• Tests</li><li>• Year 10 Mocks, where past papers are used</li><li>• Official Reading and Writing Entry Level 3 PEARSON exams at the end of the year usually in June</li></ul>		
<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <p>Encourage students to work out any calculations needed at home or when shopping, i.e. cost of groceries, compare deals and prices, directions from A to B, discount of products in sale, fuel consumption of car, energy units spent (electricity)</p> <p>Remind students to work independently on BKSb, the online platform offered by school, which designs a tailored made course for each learner to enhance numeracy skills according to the FS Curriculum.</p> <p>Include students to family budget planning, discussions about money spending, planning for holidays and looking at train timetables</p> <p>Discuss graphs seen on media</p>		

## FS MATHS – LEVEL 1

TERM 1 UNIT 1 NUMBERS	TERM 2 UNIT 2 MEASURES, SHAPES AND SPACE	TERM 3 UNIT 3 HANDLING DATA REVISION AND PREPARATION FOR EXAMS
<p><b>CONTENT</b></p> <p>Read, write, order and compare large numbers (up to one million)            Use positive and negative numbers            Multiply and divide whole numbers and decimals by 10, 100, 1000            Use simple formulae expressed in words for one or two-step operations            Calculate the squares of one-digit and two-digit numbers            Follow the order of precedence of operators            Read, write, order and compare common fractions and mixed numbers            Find fractions of whole number quantities or measurements            Compare decimals up to three decimal places            Add, subtract, multiply and divide decimals up to two decimal places            Approximate by rounding to a whole number or to one or two decimal places            Compare percentages in whole numbers            Calculate percentages of quantities, including simple percentage increases and decreases by 5% and multiples            Estimate answers to calculations using fractions and decimals            FDP equivalence            Work with simple ratio and direct proportions</p>	<p><b>CONTENT</b></p> <p>Calculate simple interest in multiples of 5% on amounts of money            Calculate discounts in multiples of 5% on amounts of money            Convert between units of length, weight, capacity, money and time, in the same system            Recognise and make use of simple scales on maps and drawings            Calculate the area and perimeter of simple shapes and combination of rectangles            Calculate the volumes of cubes and cuboids            Draw 2-D shapes, understand line symmetry and knowledge of the relative size of angles            Interpret plans, elevations and nets of simple 3-D shapes            Use angles when describing position and direction, and measure angles in degrees</p>	<p><b>CONTENT</b></p> <ol style="list-style-type: none"> <li>1. Represent discrete data in tables, diagrams and charts including pie charts, bar charts and line graphs</li> <li>2. Group discrete data and represent grouped data graphically</li> <li>3. Find the mean and range of a set of quantities</li> <li>4. Understand probability on a scale from 0 (impossible) to 1 (certain) and use probabilities to compare the likelihood of events</li> <li>5. Use equally likely outcomes to find the probabilities of simple events and express them as fractions</li> </ol>
<p><b>ASSESSMENTS</b></p> <ul style="list-style-type: none"> <li>• Standardised assessments at the end of each unit, where past paper questions are used</li> <li>• Tests</li> <li>• Year 10 Mocks, where past papers are used</li> <li>• Official Reading and Writing Level 1 PEARSON exams at the end of the year usually in June</li> </ul>		
<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <p>Encourage students to work out any calculations needed at home or when shopping, i.e. cost of groceries, compare deals and prices, discount of products in sale, area of a wall and cost of paint, retiling bathroom or kitchen floor, perimeter of garden to replace fence fuel consumption of car, energy units spent (electricity)            Remind students to work independently on BKSB, the online platform offered by school, which designs a tailored made course for each learner to enhance numeracy skills according to the FS Curriculum.            Include students to family budget planning, discussions about money spending, planning for holidays and looking at train timetables            Discuss graphs seen on media</p>		

## YEAR 12/13 MATHS – LEVEL 2

TERM 1 UNIT 1 NUMBERS	TERM 2 UNIT 2 MEASURES, SHAPES AND SPACE	TERM 3 UNIT 3 HANDLING DATA REVISION AND PREPARATION FOR EXAMS
<p><b>CONTENT</b></p> <p>Read, write, order and compare positive and negative numbers of any size Carry out calculations with numbers up to one million, check answers including estimation and approximation Evaluate expressions and make substitutions in given formulae in words and symbols Identify and know the equivalence between fractions, decimals and percentages Work out percentages of amounts and express one amount as a percentage of another Calculate percentage change Order, add, subtract and compare amounts or quantities using proper and improper fractions and mixed numbers Express one number as a fraction of another Order, approximate and compare decimals Add, subtract, multiply and divide decimals up to three decimal places Understand and calculate using ratios, direct proportion and inverse proportion BIDMAS</p>	<p><b>CONTENT</b></p> <p>Calculate amounts of money, compound interest, percentage increases, decreases and discounts including tax and simple budgeting Convert between metric and imperial units of length, weight and capacity using a) a conversion factor and b) a conversion graph Calculate using compound measures including speed, density and rates of pay Calculate perimeters and areas of 2-D shapes including triangles and circles and composite shapes Use formulae to find volumes and surface areas of 3-D shapes Calculate actual dimensions from scale drawings and create a scale diagram given actual measurements Use coordinates in 2-D, positive and negative, to specify the positions of points 2 Understand and use common 2-D representations of 3-D objects Draw 3-D shapes to include plans and elevations Calculate values of angles and/or coordinates with 2-D and 3-D shapes</p>	<p><b>CONTENT</b></p> <p>Calculate the median and mode of a set of quantities Estimate the mean of a grouped frequency distribution from discrete data Use the mean, median, mode and range to compare two sets of data Work out the probability of combined events including the use of diagrams and tables, including two-way tables Express probabilities as fractions, decimals and percentages Draw and interpret scatter diagrams and recognise positive and negative correlation</p>
<p><b>ASSESSMENTS</b></p> <ul style="list-style-type: none"><li>• Standardised assessments at the end of each unit, where past paper questions are used</li><li>• Tests</li><li>• Official Reading and Writing Level 2 PEARSON exams at the end of the year usually in June</li></ul>		
<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <p>Encourage students to work out any calculations needed at home or when shopping, i.e. cost of groceries, compare deals and prices, area of a wall and cost of paint, perimeter of garden to replace fence, discount of products in sale, fuel consumption of car, energy units spent (electricity) Remind students to work independently on BKS<sup>B</sup>, the online platform offered by school, which designs a tailored made course for each learner to enhance numeracy skills according to the FS Curriculum. Include students to family budget planning and discussions about money spending, planning for holidays and looking at train timetables</p>		