



Department for Children and Young People

# **LEAP** **GIFTED AND TALENTED** **MASTERCLASSES**

**L**earning,  
**E**nrichment and  
**A**chievement  
**P**rogramme

**Protocols and Templates**

**September 2009**

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## **LEAP MASTERCLASS PROGRAMME** **Expectations**

### **LEAP** – (Gifted and Talented Masterclasses) The **L**earning, **E**nrichment and **A**chievement **P**rogramme

These protocols are based on the information discussed and agreed through meetings with G&T coordinators, Masterclass facilitators, Headteachers, Advisers in the Learning and School Effectiveness and students themselves.

#### **1. PROGRAMME OUTLINE**

##### **1.1 Purpose**

The purpose of this programme is:

- to support students in getting A/A\* grades,
- to encourage students towards 'A' level and university programmes

##### **1.2 Nomination of students**

This programme is for students who meet one of the following selection criteria:

- Students with FFTD / CAT predications or targets of A\*/ A and currently performing at B.
- Students with potential to perform above target B

The Masterclasses are **not** for students who are already achieving at the level of A or A\*.

This message needs to be reinforced with all staff who are nominating students.

Furthermore, the students are willing to take part, make a commitment to the whole programme and demonstrate appropriate levels of motivation and enthusiasm in the learning experience.

Schools have three places to fill in each subject in each year group. Additional places may be offered to schools where there is capacity.

**Technology exception:** Technology will be delivered in a smaller group than 30 to follow safety guidelines. It may therefore be necessary to limit the numbers and schools will be informed where this is necessary.

##### **1.3 Designing Content**

These include:

- Explain the 'big picture' of the three / six days, *focusing on the skills required for achievement at A\*/A as well as subject-specific concepts and processes*
- Demystify the subject itself; explain clearly the mix of academic and practical in the subject and in the Masterclasses themselves.
- Engineer conversation early on to help students understand the standard you require early on.
- Demystify what A and A\* look like so students see it as perfectly attainable and not out of reach.
- Make explicit the content of B, A, and A\* grade answers from QCA/ exam boards.
- Go over what constitutes the critical skills for A\* answers e.g. explanation and argument – not about writing more

- Use ambassadors for the programme (who will be in Year 11 and can talk about how it has helped them).
- Use questioning techniques at all levels and ensure students are pushed to use higher order thinking skills of analysis, evaluation and synthesis
- Make the session different from normal school and special, not just more of the same at a higher / faster level e.g. use A2 material
- Provide opportunities for learning in a range of contexts, including further/higher education providers
- Encourage lively and verbal argument
- Set high expectations of students listening and learning from each other.
- Run a lunchtime event to encourage fun, socialisation and relieve boredom, e.g. games, brain gym, problem solving

#### **1.4 Planning the content of each day**

Advisers and ASTs in the Learning and School Effectiveness Service may be available to support the planning of LEAP.

Please make contact with individual subject Advisers (English, Maths, Science), Sue Morgan or Tom Morrison ([sue.morgan@southglos.gov.uk](mailto:sue.morgan@southglos.gov.uk) / [tom.morrison@southglos.gov.uk](mailto:tom.morrison@southglos.gov.uk)) for AST support in other areas.

#### **1.5 GAP tasks**

These should be set at the facilitators' discretion between each day of the programme and students highly recommended to complete them. Emails can be sent to encourage students to persevere and complete tasks.

All facilitators should send emails and hard copy letters (via G&T coordinators) to remind students before every Masterclasses of any details and completion of GAP tasks etc.

#### **1.6 Exam specifications**

No facilitator should be unaware of the standards required in different boards or the common problems and difficult areas across all boards that could perhaps be tackled creatively in the Masterclasses. However, facilitators should not feel pressured to cater for all elements of the different exam criteria. Instead the focus should be on proactively identifying students' needs and personalising the learning accordingly.

## **2. ADMINISTRATION**

**(Main Responsibility: school co-ordinator)**

**All school and LA administration must serve the purpose of the programme**

#### **2.0 Identification and Selection**

- G&T Lead Teachers should use FFT D/ CAT data to identify target group and invite them to promotion evenings to be run in each of the 3 localities in the Local Authority.
- Students will be asked to apply to join the programme by the end of the evening.
- G&T Lead Teachers will ask class teachers to select the applicants that will go forward to join the programme
- Part of students' commitment would be to share their learning with peers back in their schools or to use the skills learnt in the programme to enhance their wider learning and that of their peers

## **2.1 Reserve list**

Continuity in learning is an essential feature in most Masterclasses. To facilitate this, G&T Lead Teachers should support and challenge students to maintain their commitment to the programme over the two years, so that the need for reserves is limited. However, to maximise the opportunity to participate, schools should have a reserve list and offer opportunities to substitute students who can't attend on the day.

Schools should always send two students or their nominated number in Technology so that no places are unfilled.

**G&T Lead Teachers should send confirmation of who will attend the next sessions on receipt of the timetable for the day from Facilitators (at least two weeks in advance (see 3.0))**

Facilitators need to check carefully if there are new students in the group so that they are aware of any new faces on each day.

If facilitators do not want the continuity of learning to be affected by new additions to the Masterclasses, they must inform the LA Co-ordinator of their preference for no reserves.

Facilitators need to make clear in their communications to G&T Coordinators re. forthcoming sessions (**see 3.0**) whether substitutions will be welcomed or whether they will disrupt the continuity of the group's learning.

## **2.2 Letters to students**

Proformas are provided for each Year Group (2 letters for Year 10 and 2 for Year 11).

The first Year 10 letter invites students to the promotion evening. The second confirms their place on the programme.

The first Year 11 letter informs students of their continued participation in the programme. The second is for new students who are joining the programme. Please alter the electronic version as you wish to complete the date at the top, the subject, and school to go to for the Masterclasses (all in red).

## **2.3 Parent / Carer Consent form**

This can be completed by Year 10 Parent / Carers / carers at the promotion evening and returned. The personal details of unsuccessful candidates will need to be filed securely in their personal files or destroyed.

Year 11 Masterclass students will need to ensure Parent / Carers/ carers complete the forms and return them a week before the first session so that they can be sent to schools. Emergency contact details are required if the Masterclass provider needs to contact Parent / Carers urgently.

Please ensure that within this form the school email address is provided in place of students/ Parent / Carers email addresses. This will avoid any chance of private emails being sent.

## **2.4 Subject teacher form**

This allows the student's subject teacher to provide information about the student. G&T Lead Teachers - Remind teachers to follow the Selection Criteria outlined in 1.2. Please encourage them to add additional comments that will help the facilitators get an idea of the students' abilities, skills and attitudes.

## **2.5 Return of Parent / Carer Consent and Subject Teacher forms**

Year 11 students must return consent forms as soon as possible to the school and no later than 30<sup>th</sup> September 2009.

Once the forms are compiled, Coordinators will need to send them off to the Masterclass Facilitators immediately and keep copies for their own records.

A list of ALL participating students must be sent to the Local Authority.  
*NB. All personal information must be stored safely in locked filing cabinets/cupboards to be accessed only by G&T Lead Teachers, Facilitators LA G&T Coordinator and relevant administration personnel*

## **2.6 Transport**

Schools have agreed that it remains the school / Parent / Carers / carers' responsibility to organise transport to and from all workshops.

For 2009-10 Year 10 Parent / Carers will be asked to provide transport or to inform their schools if this presents a difficulty.

The school's 'Personalisation' budget may additionally be used to meet the needs of More Able, Gifted and Talented students.

## **3. ARRANGEMENTS IN ADVANCE OF EACH DAY (Main responsibility: Subject Facilitator)**

### **3.0 Information to Students (inc. changes to agreed programme)**

A letter of introduction from the Masterclass facilitator should be sent to each new Year 10 student, providing details about the sessions and what he/ she will need to bring.

**Facilitators must provide G&T Coordinators with at least two weeks notice of any changes to agreed dates, times, venues, session activities and resources. They should also send a programme for the day to G&T Coordinators at least two weeks before each LEAP Masterclass day.**

A blank timetable is in the pack for you to alter if you wish.

**Facilitators will be reminded to send out these details by Bob Basley or Gill Stone 3 weeks in advance.**

### **3.1 Timings**

Students should arrive at **9.15 am**, for registration.

Facilitators will need to be prepared for the early arrival of students who are being transported by Parent / Carers. It is good practice to have pre-session activities prepared (there are quite a few on the YGT website).

The day runs from **9.30 to 2.30pm**.

Breaks can be taken at the facilitator's convenience.

### **3.2**

#### **(a) Attendance**

Full attendance at the Masterclasses is a demonstration of a student's commitment to their learning and progress and this will be recognized by the LEAP Programme's Participation Certificate.

#### **(b) Non-Attendance**

Once students have committed to the programme the only acceptable reasons for non attendance are: illness, significant extenuating circumstances (at the discretion of the student's school), national exams, controlled assessments.

Unacceptable reasons include internal school tests, holiday, lack of transport.

Parent / Carers / carers, students and schools must ensure the facilitator is notified in advance of any non attending students. Paperwork re. substitutes should be sent by G&T Coordinators to facilitators as quickly as possible.

### **(c) Registers**

All students must be registered for each Masterclass. In the event of non-attendance, an administrator should notify the student's school as soon as possible. A copy of the register must be sent to the Local Authority G&T Coordinator, who tracks the attendance of the students

### **3.3 School uniform and equipment to take**

School uniform is to be worn on all days unless students are informed otherwise. Students to take the normal stationery and pencil case equipment. Facilitators must request students to take any additional equipment if required.

### **3.4 Refreshments**

Facilitating schools to provide lunch and breaktime drinks– see any dietary requirements on Parent / Carer consent forms. Students are requested to take any additional snacks and drinks. It is good practice to offer a break and lunchtime activity for visiting students.

### **3.5 Facilitating off the school site**

Facilitators work in their individual schools for each day but are encouraged to partner with other organisations such as the universities for visits and outside expertise. You must inform Parent / Carers/ carers specifically of any visit. (See the box on the Parent / Carer consent form).

### **Evaluation forms**

At the end of the day, all students are required to complete an evaluation anonymously. (Proformas will be sent to facilitators by the Local Authority) Completed evaluations should be sent into the Local Authority's G&T Co-ordinator. You will be sent an electronic analysis of the results. Facilitators may wish to photocopy completed evaluations for their own records.

The Co-ordinator Facilitator Evaluation needs to be completed and sent in with the students' forms. This will inform monitoring, evaluation and subsequent planning of the programme

## **4. FINANCE**

### **4.1 Budget**

All schools delivering a Masterclass will receive £3500 into their school budgets in September to cover planning, delivery and evaluation costs. See the separate model breakdown (**example only** attached) of how to allocate the funding. This is to be copied to the School Business Manager, Senior Leadership Team, School G&T Lead Teacher, Masterclass facilitator, Director of Specialism. Money for Masterclasses must be flagged clearly to the SLT, SBM and co-ordinator/facilitator in order that it is ring fenced for this project.

### **4.2 Personalisation**

There is a further expectation that the school Personalisation budget which explicitly mentions 'G&T' in the DSG (Dedicated School Grant) can be used to support aspects of the programme (e.g., transport arrangements etc ) by all schools regardless of whether they are running workshops or not.

Allocation of funding must take into account the workload of a facilitator and G&T co-ordinator and seek to provide supply cover given or additional time to implement the programme thoroughly.

## 5. DATES AND VENUES 2009 - 10

### Year 10:

Day 1 – Weds 25 November 2009

Day 2 – Thurs 18 March 2010

Day 3 – Weds 28 April 2010

Day 4 – Tues 6 July 2010

### Year 11:

Day 1 – Wed 7 October 2009

Day 2 – Thurs 26 November 2009

Day 3 – Mon 8 February 2010

Thurs 10 March 2010 (additional Day 2 - English, Science, History, D&T)

### Venues 2009 - 10

Maths	Hanham High School (Yr 11) Sir Bernard Lovell School (Yr 10)
English	Sir Bernard Lovell School (Yr 11) Bradley Stoke Community School (Year 10)
Science	Marlwood School
History	Brimsham Green School
Geography	N/A
Art	Downend School
Technology	Mangotsfield School

The enthusiasm of additional schools to facilitate has been noted and will be part of future discussions for the 2010 – 11 programme.

## 6. Forms and Templates

2 Student Letters Yr 10

2 Student Letters Yr 11

LEAP Masterclass Application Form Yr 10

1 Parent / Carer Consent Form Yr 10

1 Parent / Carer Consent Form Yr 11

Subject Teacher Form

Agenda for day

Register

Student Evaluation

Co-ordinator / Facilitator Evaluation

List of all students attending Masterclasses

Reasons for Non-Attendance List

Example budget plan