



**NEW STUDENT AND PARENT INFORMATION PACK
Academic Year 2019-20**

INTRODUCTION

This pack contains vital information to support the transition from your existing school to EMS. You will have plenty of opportunities to ask questions about the content of this booklet on 1st July at our Information Day; in the meantime, if you have any urgent questions please do not hesitate to get in touch. Susie Catling, Admissions & Admin Co-ordinator should be your first point of contact.

In addition to this document, you should find enclosed:

- Letter about the Information Day on 1st July
- A number of forms to be returned to EMS (as outlined in the covering letter)
- Letter about the maths test students will take in September
- Letter about the Year 12 induction week



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ENROLMENT AND INDUCTION

Thursday 22nd August – GCSE Results Day

As soon as you have received your results, please email us at: admissions@exetermathematicsschool.ac.uk with the details. You will receive an automatic reply confirming receipt. Please do NOT telephone the school as this will delay the process – thank you.

If you have met our minimum entry criteria, we will reply as soon as we possibly can to confirm your place with us.

If you have not met the minimum entry criteria, please include in your email a telephone number on which to reach you. We will then contact you with a time that Kerry will phone. Having reviewed your application and results, Kerry will give you a call to discuss your options. We will endeavour to speak to you as soon as possible, however please bear with us as this is likely to be a very busy day.

We currently have a waiting list for places. It is important that you let us know your results as soon as possible so that we can let others know whether we have space for them. We therefore ask that you notify us of your results **by midday**.

Friday 23rd August – Enrolment Day

You will each have a 15 minute appointment with a member of EMS staff to complete your enrolment form. Please bring original evidence of your GCSE results (results slips) and your passport or birth certificate with you to this appointment.

We will email you with the time of your enrolment interview when we respond to you about your results on Thursday 22nd. Please reply to this email so that we know you are aware of when to visit us.

Students who are taking a subject at Exeter College will not need to enrol with them, we will manage enrolment of all your courses through EMS.


Students who will be staying in residential accommodation will have a room set aside in the main EMS building in which to store any possessions that they wish to bring with them on enrolment day to facilitate moving in.

If for any reason you are unable to attend enrolment day, please make contact with Susie as soon as possible so that alternative arrangements may be made:

admissions@exetermathematicsschool.ac.uk

Friday 30th August

Residential students will have the opportunity to move their possessions into their rooms in our boarding flats. Grace and the team will be on hand to welcome you between 11 and 2pm.



W/c Monday 2nd September – Induction Week

The first week of term has a unique timetable designed around your induction. In addition to lessons and academic activities, social events are timetabled to help students get to know one another and members of staff.

Lessons will include, Mathematics, Lab Induction, Exeter Mathematics Certificate (EMC) Skills, Computer Science and Inspire lectures or workshops.

At the beginning of the week, all students will have their pictures taken for their ID cards at Exeter College. Although there are no College lessons taking place during this week, students will visit the College on Friday to take part in the Freshers' Fair where they will be able to sign up for extra-curricular activities.

Year 13 students will join Year 12 for some activities and tutorials.

Induction Week – Draft Timetable

During induction week, lessons will take place at different times to normal. We recognise that this is a tiring week and so have slightly shortened the days whilst you settle in. Please arrive at school at 10.30am on the first day.

	Monday	Tuesday	Wednesday	Thursday	Friday
0915 to 1030		Lesson 1	Lesson 3	Inspire	Exeter College Induction
1045 to 1200	Induction Assembly /Tutorial	Lesson 2	Lesson 4	Lesson 5	EMC
1200 to 1300	Lunch break	Lunch Break	Buffet lunch and board games	Lunch Break	Lunch Break
1300 to 1415	Tutorial	Tutorial / Assessments		Lesson 6	EMC
1430 to 1545	Exeter Mathematics Certificate (EMC)	Tutorial / Assessments	Sport and Juggling 1500 to 1630	Tutorial	
After School		Meal out and bowling 1700 to 2000			



There is a £33.00 charge to cover the cost of the year 12 induction week. If you are unable to afford this, please apply for support through the School Bursary Fund (see page 12). If you are not eligible for this fund, but will nevertheless struggle to make this payment, please get in touch with Nicola Mitchell, our School Business Manager, as soon as possible: finance@exetermathematicsschool.ac.uk or telephone 01392 429020.

Monday 10th September – normal timetable begins

Students will have their first lessons at Exeter College this week. This will also be the first week of the regular timetable at EMS. On Mondays, lessons begin at 1045, on Fridays they end at 1415, on all other days they run from 0900 to 1630. The school building is open from 0900 daily, with Reception manned from 0830.



CURRICULUM & EQUIPMENT

A summary of EMS courses is given below. Further details of the Exeter College courses can be found on the College website: <https://www.exe-coll.ac.uk/1618/Courses/CourseSearch>

Mathematics & Further Mathematics

At the end of year 12 you will not sit any external examinations, both courses will be assessed at the end of your second year.

You will be following the MEI specification for both Mathematics and Further Mathematics.

To complete the Mathematics A-level you will sit the following papers:

Component 01: Pure Mathematics and Mechanics – 100 marks

Component 02: Pure Mathematics and Statistics – 100 marks

Component 03: Pure Mathematics and Comprehension – 75 marks

For your Further Mathematics qualification, 50% of the marks will come from a Core Pure paper. You will also study either, one major (33.3%) and one minor (16.7%) option, or three minor options in any of the following combinations:

- Mechanics Major and Statistics Minor
- Mechanics Minor and Statistics Major
- Mechanics Minor and Statistics Minor and one other Minor option from:

Minor Units
Further Pure with Technology
Numerical Methods
Modelling with Algorithms
Extra Pure

You will study almost all of the A-level Mathematics syllabus and part of the Further Mathematics syllabus in year 12 and will conclude your studies by Easter of year 13, enabling you to prepare thoroughly for final examinations in the summer term. During year 12, you will take part in a Further Mathematics taster day that will enable you to sample the different options before deciding which to take.

You will have 8 lessons / 9 hours per week of Mathematics/Further Mathematics and can expect two pieces of homework per week.

You will need to have a suitable graphical calculator to complete this course. We recommend that you purchase one through the school. This will ensure you are using the same model as your teachers and peers and you will also benefit from our ability to buy at a discounted price (details are on page 10).



For additional practice and support, we will be recommending revisions guides and workbooks for you to purchase in year 12. These are currently under review by our maths team.

In the summer term of year 12, once you have chosen your Further Maths options, you will have the opportunity to buy text books for each module. These range in price from £12 to £25 per book: last year students spent approximately £30 on average.

Physics

You will be following the Eduquas syllabus.

You will have 4 lessons / 4.5 hours of Physics per week, all of which will be taught in one of our purpose built labs. Practical Skills will be developed throughout the course and emphasis will be given to problem solving and applying knowledge.

The A-level is comprised of three components:

1. Newtonian Physics;
2. Electricity and the Universe;
3. Light, Nuclei and options.

Component 3 contains some optional content and students will choose one option from:

- A: Alternating Currents;
- B: Medical Physics;
- C: The Physics of Sports;
- D: Energy and the Environment.

All units are assessed by examinations in Year 13; there are also a number of required practical experiments that will be conducted and evidenced through both years of study. The Year 12 and 13 course textbooks are available for students to use in school. We recommend the Eduquas Physics for A-level revision guides to students as a useful accompaniment to the course.


Computer Science

You will be following the AQA syllabus, sitting the A2 examination at the end of year 13.

You will have 4 lessons / 4.5 hours of Computer Science per week. The course has a fairly even split between theory and programming; initially the programming will be focused on Python 3 but there will be opportunities to work with other languages at different points in the course.

The A level is assessed by an on-screen exam (40%), a written paper (40%) and a non-exam assessment (NEA) (20%). The NEA project is very open and you will be encouraged to find something that you find interesting for this project. The project will start in the summer term of year 12 once sufficient programming skills have been learned. There will be other mini-projects during the first year before you embark on your own NEA project.

You are not expected to buy a textbook for Computer Science. The book that is used in class (supplied by the school) is AQA A level Computer Science 9ISBN 978-1471839511. We do recommend that students purchase the revision guide "My Revision Notes AQA A-Level Computer Science", ISBN 978-1471865824.



4th Option at Exeter College

There are two options for those that are not taking both Physics and Computer Science at EMS: an A-level/BTEC subject or Extend.

Students taking a 4th A-level/BTEC at the College will be taught for 4 lessons /5 hours per week.

Exeter College charges a resource fee to all A-level students to meet the cost of textbooks and other essential equipment and experiences. The course fees vary from subject to subject, normally in the range of £20 to £50. The Exeter College Resource Fees leaflet for 2019-20 is not yet available; we will forward you a copy as soon as possible. **Resource fees should be paid to EMS**, not directly to Exeter College. This will be done early in the Autumn term, once you have begun your courses. We will contact you at the end of September to arrange for this payment

Extend will be taught for one or two lessons per week. There is no resource fee for this option. Most Extend courses run throughout the first two terms of year 12 only.

Please note that you do NOT need to enrol separately at Exeter College for your fourth subject; this will be managed through your EMS enrolment.

INSPIRE

This is a series of stand-alone lectures and workshops designed to broaden your experience of mathematics and its applications. These occur once a fortnight throughout year 12 and for the first two terms of year 13.

Exeter Mathematics Certificate (EMC)

This is a project-based course designed to develop the independent study skills necessary to thrive at university and in the workplace. You are timetabled to attend workshops / develop your projects for 75 minutes per week. This course is completed in February of year 13, after which time you will have additional study periods to support your examination preparation.

EMC Skills

Designed to support your overall development and equip you with the skills to successfully complete the EMC, this course includes programming and communication and is taught for one hour per week throughout year 12

Academic Tutorial

Mixed groups of year 12 and 13 students meet with their tutor once a week to review progress, set targets and receive support with their academic studies. This course will equip you with effective study techniques and will support you as you plan for the future.



Pastoral Tutorial

Once a fortnight, you meet together to consider issues beyond the academic, from our democratic system to the importance of sleep, and from managing a student-budget to considering our community, you are encouraged to review data and make informed, rational decisions.



Equipment List

You will need to have the following equipment:

- A natural-display Scientific Calculator
- Pens, Pencils, Ruler, Eraser
- A4 lined paper
- Ring Binders – 1 large & several narrow (1 per unit/course)
- Ring Binder Dividers
- A Graphical Calculator*

*Graphical Calculators are available to purchase from the school at the discounted price of £50. If you wish to purchase a calculator from the school, please complete the enclosed Equipment Order Form and make payment in line with the instructions. They will be available to collect at enrolment on 23rd August or at the beginning of term. Please note that this is a more significantly discounted price than we are usually able to offer due to a one-off deal from the supplier; if you lose your calculator and need to purchase a replacement, or decide not to order one now but change your mind later, it is likely to cost in excess of £70 from EMS and even more from other suppliers.



SAMPLE YEAR 12 TIMETABLE

		9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00-4.30
week A	Monday			Physics A			Maths P		Exeter College
	Tuesday	Maths Q		Exeter College		Phys B	Academic Tutorial		Physics A
	Wednesday	Exeter College		Maths R	Extra Curricular at Exeter College			Maths P	
	Thursday	Physics B		Exeter College		Maths Q	EMC Skills		Maths R
	Friday	Maths P		EMC	Maths P		Inspire		

		9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00-4.30
week B	Monday			Physics B			Maths P		Exeter College
	Tuesday	Maths R		Exeter College		Phys A	Academic Tutorial		Physics B
	Wednesday	Exeter College		Maths Q	Extra Curricular at Exeter College			Maths P	
	Thursday	Physics A		Exeter College		Maths R	EMC Skills		Maths Q
	Fri B - 12	Maths P		EMC	Maths P		Pastoral Tutoria		

Students studying an Extend option at Exeter College will have three additional study periods per week. Extend will either take place during one of these lessons or on a Wednesday lunchtime.

We run a 2 week timetable, rotating between Week A and Week B.



SCHOOL BURSARY 16-19 FUND

The School Bursary 16-19 Fund is different from and additional to the Accommodation Bursary. It can help with:

- Essential equipment, including calculators;
- Compulsory books;
- Essential materials for art/photography;
- Essential course trips/residential visits;
- Travel to and from school.

To be eligible for the 16-19 Bursary Fund you must be either:

1. A Vulnerable Student - includes young people in Care, Care Leavers, young people receiving Income Support (or Universal Credit) and young people who are receiving both Employment and Support Allowance and Disability Living Allowance (or Personal Independence Payment)

AND

Enrolled at Exeter Mathematics School

AND

Aged under 19 on 31st August in the academic year in which the programme of study starts.

OR

2. A Student Facing Financial Hardship (have a household income of under £23,000*)

AND

Enrolled on a further education course at Exeter Mathematics School

AND

Aged under 19 on 31st August in the academic year in which the programme of study starts

AND

Meet residency criteria in line with EFA Funding regulations.

*The bursary may also be accessed by those with a household income between £23,000 and £25,000 for travel passes only.

Application Forms are available from Tamsin Loudon, the school's Finance Assistant:

finance@exetermathematicsschool.ac.uk

Students who have already applied for an Accommodation Bursary

The 16-19 Bursary Fund is distinct and separate from the Accommodation Bursary Fund. If you have already applied for an Accommodation Bursary and wish to also receive support from the 16-19 Bursary, you will need to apply separately. Although you will need to complete the 16-19 Bursary Application Form, you will not need to provide proof of income for a second time.



SUBSIDISED TRANSPORT SCHEME

Students may wish to purchase a travel pass through the school. In most cases this will work out cheaper than buying individual tickets each day; before applying, we recommend that you check the likely cost of alternative transport.

Your student travel pass will provide you with bus or train transport between home and school during term time only. Bus passes do have other perks such as discounted weekend travel.

The price of a travel pass for the full academic year is £660 but discounts are available to those eligible for the School Bursary 16-19 Fund (see page 12). Families with a household income of between £16,190 and £23,000 will receive a 50% discount, those on less than £16,190 will receive their pass free of charge.

If you would like to apply for a pass, we must receive your completed application form, first payment and ID photograph by Monday 13th May. Late applications will be processed but we will not be able to guarantee that your pass will arrive on time for the start of term.

Important Dates

Monday 13 th May	Transport application form deadline
Friday 21 st June	£220.00 part or £660.00 full payment due date
Friday 8 th November	£220.00 part payment due date
Friday 28 th February	£220.00 part payment due date

Please ensure that all payments for travel passes are made directly to EMS to avoid any unnecessary delays. Please refer to the travel pass application form for further information.

College Scheme

Although very similar, the Exeter College transport scheme runs entirely separately from EMS. If you have applied to both organisations (ie with Exeter College as your back-up option), you will still need to apply for an EMS travel pass separately as mentioned above. Once you have enrolled at either EMS or Exeter College, you will be able to cancel one order and obtain a full refund.

Exeter College have arranged for buses to transport students to and from areas that are not well served by public transport. Students from EMS may be able use this transport; to do so, they should complete the transport application form and return to EMS, indicating that they wish to use College transport.



Refunds

If you have applied for an Exeter College transport pass and have paid for it, it will be sent to you. If you do not attend Exeter College you must return this pass to obtain a full refund.

If you apply for a travel pass with EMS and then do not enrol, we will give you a full refund. All travel passes for EMS students will be sent to the school. We will issue these to students when they enrol.



ATTENDANCE

Students are expected to attend every timetabled lesson at EMS and Exeter College. If a student is unable to attend school for any reason, eg illness, please telephone Reception on 01392 429020 or email enquiries@exeterms.ac.uk.

Any unexplained absences will be followed up and, if no acceptable reason can be provided, an unauthorised absence will be recorded.

For any absence that is known about in advance, eg a medical appointment or university visit, students must complete an Absence Request Form at least 1 week in advance of the absence. This form can be collected from Reception. Students will be advised if their request has been authorised or not.

Students are expected to sign in and/or out of Reception if they arrive late or leave during timetabled lessons.

COMMUNICATION

Upon joining the school, students will be provided with a school email address. Students are expected to use this email address and to check it regularly as important communications are sent using this method. Similarly, school email addresses should be used responsibly and for school business only, not for circular jokes or otherwise.

Communication is sent home to parents via email in the first instance so if your email address changes, do please update us: enquiries@exeterms.ac.uk. We will send parents a termly newsletter but please also keep an eye on the parent page of our website (under 'Life at EMS') for key information and do follow us on Twitter and Facebook to see what we've been getting up to on a more regular basis.

ENRICHMENT ACTIVITIES

We run a number of activities beyond the core curriculum, from termly student social events to lectures with guest speakers to supporting clubs and societies. These are all free for students to take part in, thereby ensuring no one is excluded. To maintain these activities we are asking for a voluntary contribution from parents of £20 for the academic year.

We request that you do not make a payment for this prior to enrolment but will contact you in September to request a donation. If you are unable to afford to contribute, you will not be excluded from taking part in any event that we organise. We will plan our cycle of activities according to the funding available in any given year.



STUDENT COUNCIL

We have an active student council that meets with the Headteacher half termly to discuss arising concerns and to consult on school improvement plans. A total of 16 students meet (2 from each form), led by a student chair and vice chair who also attend governing board meetings. Student council meets during tutorial time to enable all students to be eligible to attend and has a vital role in ensuring students' views are heard, respectfully considered and acted upon.

VOLUNTEERING

There is no doubt that students at EMS have a lot of privileges and we feel it is important that students should also give a little to the community that they are part of. At the start of year 12 we will be asking students to sign up for the area of school life they would most like to volunteer for. This could be showing other students around on taster days, manning reception for evening events, peer mentoring, supporting outreach activities with younger students or organising and maintaining the school library. Our students tell us that they highly value our strong sense of community and we feel that working together for others is a great way to cement this. We hope that students find the activities rewarding and enriching, as well as being valuable for CVs and university applications.



STAFF AND GOVERNORS

Governors

An up-to-date list of governors is available on our website. Each year, we have two parent governors, normally one is the parent of a year 12 student and the other a year 13. We will have a vacancy this year that we hope to fill with a parent from our new intake.

If you are interested in becoming a governor of the school and would like some further information, please contact the Clerk to Governors, Jane Lucas, telephone 01392 429020 or JaneLucas02@exetermathematicsschool.ac.uk.

To be considered as a parent governor, we ask that you email Jane a couple of paragraphs about yourself, providing some background information and outlining why you wish to be a governor, **by Friday 23rd August** (enrolment day). If more than one parent puts their name forward, we will share this information with other parents prior to holding an election.

Staff

Stuart Allen, Teacher of Mathematics
stuartallen@exeterms.ac.uk

Sophie Brown, Outreach Coordinator
sophiebrown@exeterms.ac.uk

Kerry Burnham, Headteacher & Teacher of Mathematics
kerryburnham@exeterms.ac.uk

Liam Cantle, Assistant Headteacher and Teacher of Mathematics and Computer Science
liamcantle@exeterms.ac.uk

Susie Catling, Admissions & Admin Coordinator
susiecatling@exeterms.ac.uk

Marcus Corrie, Teacher of Physics – from September 2019

Mel Dennig, Lead Teacher of Computer Science
MelanieDennig@exeterms.ac.uk

Will Halwyn, Teacher of Mathematics and Computer Science
willhalwyn@exeterms.ac.uk

Bill Hughes, Pastoral Accommodation Tutor
billhughes@exeterms.ac.uk



Ed Horncastle, Teacher of Computer Science & Physics, EMC lead teacher
edhorncastle@exeterms.ac.uk

Charlotte King, Pastoral Support Tutor
charlotteking@exeterms.ac.uk

Tamsin Loudon, Finance Assistant
tamsinloudon@exeterms.ac.uk

Jane Lucas, Clerk to Governors, Examinations Officer and PA to Headteacher
JaneLucas02@exetermathematicsschool.ac.uk

Nicola Mitchell, School Business Manager
NicolaMitchell02@exeterms.ac.uk

Shirin Monks, Pastoral Support Tutor – currently on maternity leave
shirinmonks@exeterms.ac.uk

Lewis Roberts, Teacher of Mathematics
LewisRoberts02@exetermathematicsschool.ac.uk

Joe Rowing, Deputy Headteacher & Teacher of Physics
joerowing@exeterms.ac.uk

Malcolm Simpson, Lead Teacher of Physics and Teacher of Mathematics
malcolmsimpson@exeterms.ac.uk

Grace Strachan, Lead Pastoral Accommodation Tutor
gracestrachan@exeterms.ac.uk

Claire Willman, Lead Teacher of Mathematics
clairewillman@exeterms.ac.uk



TERM DATES

Confirmed Dates 2019-20

Term	First day of (half-) term	Last day of (half-) term
Autumn 2019	Monday 2 nd September	Friday 18 th October
Half term break	Monday 21 st October	Friday 25 th October
	Monday 28 th October	Friday 20 th December
Spring 2020	Monday 6 th January	Friday 14 th February
Half term break	Monday 17 th February	Friday 21 st February
	Monday 24 th February	Friday 27 th March
Summer 2020	Tuesday 14 th April	Friday 22 nd May
Half term break	Monday 25 th May	Friday 29 th May
	Monday 1 st June	Friday 3 rd July

Draft Dates 2020-2021

Term	First day of (half-) term	Last day of (half-) term
Autumn 2019	Monday 2 nd September	Friday 18 th October
Half term break	Monday 21 st October	Friday 25 th October
	Monday 28 th October	Friday 20 th December
Spring 2020	Monday 6 th January	Friday 14 th February
Half term break	Monday 17 th February	Friday 21 st February
	Monday 24 th February	Friday 27 th March
Summer 2020	Tuesday 14 th April	Friday 22 nd May
Half term break	Monday 25 th May	Friday 29 th May
	Monday 1 st June	Friday 3 rd July



FREQUENTLY ASKED QUESTIONS

What extracurricular activities will students be able to access?

EMS students are able to access the full range of activities on offer at the College, subject to timetabling constraints. These include sport, music, drama and many more. Students will be made aware of all the College clubs and how to join them, as part of their induction.

Additional activities will be run by EMS for our students alone. These will often occur immediately after school or during lunchtimes so as not to clash with College activities.

Some activities will be academic, such as the CANSAT competition (students design and launch a satellite in a can) whilst others will be of a broader nature. We anticipate that our students will be instrumental in determining the activities that we run. Student Clubs that are currently running at EMS include Role Play, Chess and Knitting.

Who is my son's / daughter's tutor?

All students have a tutor with whom they meet regularly, at least once a week. These will be assigned prior to their induction week and we will notify parents of the name of the tutor and his/her contact details.

Whom should I contact if I have a question or concern?

Area	Person	Email
Absence	Reception Staff	enquiries@exeterms.ac.uk
Admissions	Susie Catling	admissions@exeterms.ac.uk
Finance	Nicola or Tamsin	finance@exeterms.ac.uk
General	Reception Staff	enquiries@exeterms.ac.uk
Safeguarding	Joe Rowing	joerowing@exeterms.ac.uk
SEND	Grace Strachan	gracestrachan@exeterms.ac.uk
Subject - academic	The class teachers	See website or staff list
Wellbeing	Form tutor	See website or staff list

In general, it is best to contact teaching staff by email as there are limited times that they can get to a phone. If in doubt, however, just ring the main school number: we're a small team so it's easy to point you in the right direction.



How do I make payments to the school?

You can make payments by bank transfer. This is our preferred method. Please make it clear what each payment is for: you can do so by emailing Tamsin when you make a payment into the school account and by quoting a reference which will be given to you by Tamsin in relation to specific items or activities. Any payment reference must always include your child's name.

Our school bank details are:

Bank: Lloyds Bank, High Street, Exeter

Account No: 00604421

Sort code: 30-93-14

BIC: LOYDGB21073

IBAN: GB83 LOYD 3093 1400 6044 21

Will there be additional costs over the year?

We have outlined in this pack all the costs that there are likely to be over the next year.

This year, the only additional cost over and above these has been for students attending university open days with the school.

Below is a summary of the anticipated costs:

Travel Pass	£660
Graphical Calculator	£50
Induction Week Activities	£33.00
General Stationery	£20.00
Possible locker deposit	£7.00
University visits	£50.00 per visit
College Resource Fees	£30 approximately
Revision Guides and Text Books	£30*
Voluntary contribution for enrichment	£20

If you have a low household income (under £23,000) you may be able to receive support with these costs (see page 12).

*The amount spent on revision guides varies significantly from student to student depending on how they wish to prepare for examinations.

