

# Sandwich Junior High School



# HOW TO CHOOSE



In the next few weeks you will make very important decisions, that will affect your education for the next two years, or even longer.

If you get the choices right, the work you do in Secondary 3 and 4 will be more enjoyable and useful for your future.



So, it is very important that you

- \* **Take your time**, and **think** carefully about your choices
- \* Talk over your ideas with parents and teachers
- \* **Find out** as much as you can about the subjects you can take
  - from this booklet
  - from subject teachers
  - from Guidance teachers
- \* Find out which subjects you may need, if you are thinking about a particular **career**
  - from the Careers Officer
  - from Guidance teachers
  - from books and leaflets in the Careers Library
- \* Find out which subjects can make **sensible groups** together
  - from Guidance teachers
  - from subject teachers
- \* Find out how you might **cope** with a particular choice of subject, if you have any doubts — this is **IMPORTANT!**
  - from subject teachers

# WHAT ARE STANDARD GRADES?



Standard Grades have now replaced O-Grades in Scottish schools. If you expect to apply for training or work in England or Wales, you'll find that Standard Grades are equivalent to GCSE passes.

Standard Grade courses normally last two years, with final exams and other assessments at the end of Secondary 4. The other assessments might include practical work in Science or Technology subjects or performance grades in Music.

**SO, WHAT'S NEW?** The answer is — quite a lot.

In most subjects, Standard Grades are meant to cater for all abilities — it should be possible to study and enjoy a subject, even if you don't think you're very good at it. In a number of subjects there are also new qualifications, such as Intermediate and Access, which came in as part of the new Higher Still courses. These new courses give us extra ways of fine-tuning your choices to match your abilities and interests. Guidance staff will give you more information, where appropriate.

Standard Grade tests different sorts of skill and ability in a subject, so your final results give a much better picture of your strengths and weaknesses, as well as your overall grade. (O-Grade exams just gave an overall grade for each subject).

In most subjects there are 6 grades, divided into 3 levels. You would normally sit your final exams at two levels — for example, Credit and General, or Foundation and General.

GRADE	LEVEL	
1 or 2	CREDIT	This is the most demanding level, and is what you should be aiming for, if you mean to go on to do Highers in S.5
3 or 4	GENERAL	When job advertisements or training schemes ask for "passes at Standard Grade" they are usually looking for at least a General Level result
5 or 6	FOUNDATION	Though the work here is at a suitable level, there's still a lot of it to be done!

# KEEPING THE BALANCE



When you choose your subjects for S.3, it is important to make sure you have a well-balanced course. For this reason, the Scottish Executive Education Department has laid down some rules for pupils in Secondary 3 and 4.

- They have divided subjects into 8 groups called "Modes"
- You must cover all the modes when you make your choice
- There is a minimum amount of time you must spend each week studying in each mode. The amount of time isn't the same for all modes.
- This is how our Standard Grades and Short Courses fit into the modes:

**REMEMBER** – You must choose something from each mode.  
You may take more than one subject from some modes

Language & Communication	Mathematical Studies & Applications	Scientific Studies & Applications	Social & Environmental Studies
English French German	Mathematics	Biology Chemistry Physics Science	Geography History Modern Studies

Technological Activities & Applications	Creative & Aesthetic Activities	Physical Education	Religious & Moral Education
Accounting & Finance  Computing Studies  Craft & Design  Graphical Communication  Home Economics  Business Administration  Short Courses	Art & Design  Music       Short Courses	Full Course PE  1 period/week (Compulsory)      Short Courses	Social Education (1 period/week)  plus  "World of Values" Short Course (1 period/week)

# ENGLISH

## Certificate — Standard Grade



English involves communicating your ideas, and understanding other people's thoughts and experiences. To do this, you have to be able to write, to read and to talk. English will also play a major part in building your *Communication Core Skills*.

For Writing you will build up a folio of pieces of work, which you can re-draft to correct and improve them.

For Reading, you will study texts in class, and be encouraged to read from the library.

For Talk, you will have to take part in group and solo talk exercises.

Because communication is very important in life you must take English in S3 & S4.

For more information, see Miss Park or Mrs Malcolmson.

# MATHEMATICS

## Certificate — Standard Grade

This course is meant to help you learn the Maths skills you will need in later life.



At Foundation Level you would learn 'commonsense' Maths — Arithmetic and Geometry mostly. There would be topics like length, areas, weight, earnings (overtime, tax etc), and saving (bank accounts, interest etc).

At General and Credit Levels the course becomes more theoretical, with Algebra and Trigonometry making their appearance!

Since Maths is such an important subject for everybody, you must study it during S3 and S4. As a bonus, Maths will make a strong contribution to your *Core Skills in Numeracy and Problem Solving*.

For more information, see your Maths teacher.

# FRENCH / GERMAN



## Certificate – Standard Grade

A foreign language is now part of the core curriculum in S3 and S4. At Sandwick, this means you will take the language which you have studied for the last 2 years.



The most important part of your language course is Speaking, which makes up a large part of your final marks. Reading, Listening and Writing are important too – Writing used to be a separate exam at Standard Grade, but is now a compulsory part of the course.



You will be helped in listening to and speaking French or German by an "assistant", who is a native speaker of the chosen language.

In the course, you will read and listen to advertisements, announcements, and magazine articles. You will also learn how to ask and answer questions, express your opinion, and talk about yourself, your home, interests, hobbies etc.

Remember – some University courses still require that you have a pass in a modern language before you can be admitted. Check with Guidance teachers if you think this may affect you.

For more information, see **Mrs Tonge or Mrs Thomas**

# GEOGRAPHY



## Certificate – Standard Grade

Geography is concerned with investigating our world. You will study many important issues, such as human population, environmental pressures, climate and trade between nations. The Standard Grade course will develop your knowledge and understanding of the world.

The course will also help you to learn skills of enquiry, such as map reading, and understanding graphs. You will be encouraged to identify trends, express viewpoints and reach informed conclusions.

At the end of S4 the Standard Grade exam will cover both the level of your enquiry skills, and your knowledge and understanding of Geography.

For more information see **Mr Harmer**



# HISTORY

## Certificate – Standard Grade

In this course you will study how people in the past have shaped the world you live in today. You will study evidence from sources such as books, film, statistics, music, documents, museum artefacts, computer software & simulations.

There will be 3 units to study –

- ◆ Changing life in Britain, 1830 - 1890
- ◆ International Conflict and Co-operation 1890-1930 (including World War I)
- ◆ Germany 1918 - 1930 ( the rise of Hitler )

Do please note – old style History courses, including O-Grade, meant memorising masses of facts and dates. This isn't the case with Standard Grade! Instead, you will learn how to find the information you need from different sources – much more enjoyable, and much more useful.

Many people find that studying History is the beginning of a life-long interest. It could be the same for you!

For more information see **Mrs Malcolmson**

# MODERN STUDIES

## Certificate – Standard Grade

Standard Grade Modern Studies will help you make informed decisions about issues that may affect you now, or in the future.



You will study a range of topics, including how democracy works, employment and unemployment, the increasing elderly population, the changing structure of the family, American society, life in developing countries and the role of international organisations like the EU and NATO.

You will not only build upon your knowledge of the world today, but will develop useful skills. You will learn how to investigate a topic independently, to detect bias, to make comparisons between sources and to support a viewpoint with confidence.

For more information see **Mr MacDonald**



# BIOLOGY

## Certificate – Standard Grade (General/Credit only)

This is a very broad and interesting course, ranging from the study of plants and animals in their natural habitat to production of alcohol in the Biotechnology unit. There are seven topics in all .... *The Biosphere, The World of Plants, Animal Survival, Investigating Cells, The Body in Action, Inheritance and Biotechnology.*

Biology is a useful course for careers as diverse as physical education, agriculture and the caring professions. It is examined at **General** and **Credit** levels only, and your practical skills will be assessed by your teacher over your two year's study. Further information is available from **Mr Morton**.

# CHEMISTRY

## Certificate – Standard Grade (General/Credit only)

Chemistry is the branch of science which looks at the things which make up the world, and how these are adapted and changed for our use.

The course, which is a package called "Complete Chemistry", includes units of work on Atoms and the Periodic Table, Fuels, Metals and Corrosion, Plastics and Fertilisers.



You can expect to do many interesting experiments and investigations. You will also learn how to carry out a range of practical techniques safely, and once you've had a chance to practise these, you will be assessed on your ability to carry them out safely.

Chemistry is a varied, extremely interesting subject, and chemists are employed in almost all fields of work, from the manufacturing industries to medical research.

For more information, see **Mr Finlayson**

# PHYSICS



## Certificate – Standard Grade (General/Credit only)

This is the science to consider for many jobs, including medicine, physiotherapy, telecommunications, engineering and electronics. The topics you will study include telecommunications, health, energy, motion, electronics and space.

The course is very interesting, with a balance between practical work and theory. If you find Maths difficult, you may find parts of the course difficult as well – but talk to your Maths or Science teacher. As with most courses in S3/4 there will be regular homework to help you with new ideas. Physics will help with the *Core Skills of Numeracy and Working With Others.*

For more information, see **Mr McGinlay** or see our Web site on <http://www.sandwick.shetland.sch.uk/computing> then follow the links to PHYSICS then SYNOPSIS



# INTERMEDIATE 1 SCIENCES



## **Certificate – Intermediate 1 (from SQA)**

The Standard Grade Science course has now been replaced by Intermediate 1 Science courses at Sandwick School. These are National Qualifications, introduced by the SQA as part of the Higher Still programme.

Intermediate 1 is the only course which offers the equivalent of Foundation level in Science. There are courses available in Biology and Chemistry, and one of these will be chosen to suit the interests of the group, after discussing it with you.

The topics you study are similar to those at Standard Grade, but at a less demanding level.

For more information, see **Mr Finlayson**

# COMPUTER STUDIES

## **Certificate – Standard Grade / Access 3**

Computer skills will be very important, no matter which career you are interested in. The Standard Grade course is about how computers are used in everyday life, and how they affect our lives. You will have a lot of practical computer work, but there is also a good bit of theory!



You will study topics like Word Processing, Spreadsheet, Database, Robotics, Commercial Data Processing and programming, and will choose a project. A pass in Practical Abilities will automatically get you an extra certificate for *IT Core Skills*.

As well as the Standard Grade course, we normally offer Short Courses in Computing topics, including Desktop Publishing.

During the past year, we have also begun to offer Access 3 Computing, which offers a less demanding, but attractive, 2-year course, with an SQA certificate at the end.

For more information, see **Mr M. Smith**

# ACCOUNTING & FINANCE



## Certificate — Standard Grade

The growing business culture of today has resulted in the need for greater awareness and understanding of financial information.

Standard Grade Accounting & Finance will help you understand different types of accounting information, and assist in developing your problem-solving, accuracy and decision-making skills, and will also encourage an understanding of accountability and resource management.

A Standard Grade in this subject will benefit anybody who needs accounting experience before going on to higher education. Remember that many University courses including Engineering, Catering, Leisure Industry and of course Business courses (to name but a few) will include accounting.

For more information, see **Mrs R Halcrow**



# ADMINISTRATION

## Certificate — Standard Grade

We live in the age of the "information explosion".

This course is designed to let you acquire the skills and knowledge that are needed in today's complex and ever-changing world of work, especially in business. You will develop skills in communicating orally and in writing, as you research, process and communicate business information.

The Administration course makes heavy use of new technology and standard software packages, to let you build up the core skills that you will need not only in the world of work, but also in other areas of Further Education.

To let you demonstrate the skills you have built up, you will tackle a Project in Secondary 4. Your Knowledge and Understanding and Problem-Solving skills are tested by a written exam at the end of the course.

A Credit pass in Standard Grade Administration covers all the necessary Core Skills in technology required for group awards in Higher Still.

For more information, see **Mrs R Halcrow**

# HOME ECONOMICS



## Certificate — Standard Grade

Standard Grade Home Economics is an activity-based learning experience. The topics which you would study are to do with Health, Nutrition, Materials, Resources and Families.



50% of your final mark is based on practical assignments done in class, during your fourth year. An assignment involves a range of activities, working through the processes of planning, practical cookery and evaluating.

The course also includes the **REHIS** Elementary Food Hygiene examination in S.3

For more information, see **Mrs Tait**

# PHYSICAL EDUCATION

## Certificate — Standard Grade



In this course you will be helped to improve your performance and skill in a range of activities such as Badminton, Fitness, Athletics, Basketball, Swimming and Trampoline. You will learn about how your body operates in different activities, and you will learn to observe, and to accept responsibility.

Checklists, video recordings, question sheets, worksheets etc will be used to build up assessments of your skill and knowledge.

Even if you do not choose the full Standard Grade PE course, you will still have at least one period of class PE per week.

For more information, see **Mrs J Smith** or **Mr D McNicol**

# CRAFT & DESIGN



## Certificate — Standard Grade

In S3 you will learn to design, make and evaluate a series of items, in one or more materials (mainly wood, metal and plastic). As the year goes by, you will have a wider choice of items and materials.



In S4 you will design and make an item, as your Final Project. The result from this, along with marks from your other design briefs, will go towards your final grade.

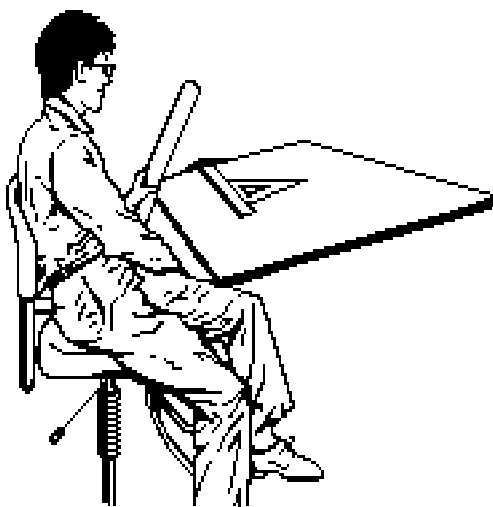
If you are thinking about taking Craft & Design, it would help if you are already interested in S1/2 subjects such as Technical, Technical Drawing and Art.

For more information see **Mr Bicket**

# GRAPHICAL COMMUNICATION

## Certificate — Standard Grade

This is a very useful subject to study for a wide range of careers — but also think how often you will have to read plans or diagrams for assembling or repairing items in everyday life.



Graphical Communication will help you to see three-dimensional shapes, and to produce neat and accurate building, engineering and everyday drawings.

Computer Assisted Design is part of the new course, and Sandwick School is well-equipped in this respect.

Remember — this subject should appeal to girls and boys alike.

For more information see **Mr Bicket**

# ART & DESIGN Certificate — Standard Grade



In Art & Design you work on 4 different units in S3 and S4. These units are "Design" or "Expressive", and each unit has a "Critical Activity" involved in it.

In Design activity units you are set a design problem— how can you improve on, or create something? You then do research which leads to design possibilities, and finally to a solution. The Design unit is based on one of the following areas — Graphics, Packaging, Furniture, Interiors, Product, Textiles or Architecture.

In Expressive activity units, you produce a piece of artwork (painting, print, sculpture) after making trial drawings, sketches, and developing models and colour studies.

In Critical activity you look at, read and write about artists and designers related to either the Design or Expressive unit. This helps you with your own work, and in understanding how designers and artists develop ideas and techniques

The final Standard Grade mark is based on S4 Design and Critical Activity classwork, and an Expressive Activity exam, done in the traditional manner.

For more information see **Mr Price**

# MUSIC Certificate — Standard Grade



This is a practical, fun course, which you should be able to enjoy, whatever you feel your ability in Music to be.

The main parts of the course are Performing (solo and group), Inventing and Listening. You will choose two instruments to study — this should normally include an instrument that you are already learning, but you can also choose from electric or acoustic guitar, electronic keyboard, tuned percussion, recorder and drum-kit. If you wish, your voice can be one of the instruments.

You will have to do related listening throughout the practical activities, to give you a broad outlook on music itself.

You will have ample opportunity for creative work in composing, improvising and arranging. You build up a tape portfolio of your work in group performing and composing, and the best examples of these will be used for assessment at the end of the course.

Solo performance is assessed by a visiting examiner, and listening is tested with tape and a written paper.

For more details see **Mr Hayward**

# SHORT COURSES ("Units")



**Certificate – Scottish Qualification Authority (an amalgamation of SCOTVEC and the Scottish Examination Board)**

Short Courses ("Units") are now an established part of the S3/S4 timetable. Each short course lasts about 40 hours, and you study 3 courses in S3.

In S4, 2 further courses are studied, with an opportunity (in some subjects) to continue what was studied in S3 to a more advanced stage.

Units are designed to make you familiar with new technology, and to encourage decision-making, initiative and responsibility. They should also help you to learn problem-solving techniques, and co-operation with others in work.

If you successfully complete a unit, it will be certificated by the Scottish Qualification Authority, which sets national standards for courses in upper school, and colleges of Further and Higher Education. Although a single unit pass obviously cannot be reckoned as equal to a Standard Grade, many employers and colleges now have specific groups of units, which they will recognise as being equivalent to a Standard Grade or Higher pass. Many students are now entering universities with qualifications gained wholly or partly via groups of units.

You will also find that you can continue studying units at Anderson High, Shetland College of Further Education, evening classes, and as part of many training courses, once you leave school.

For more information see **Mr McNicol**

## SUPPORT for LEARNING

In S3 and S4, Support for Learning is provided by a team – Mrs Adamson, Mrs Anderson, Mrs Barclay, Mrs Clarke, Mrs Lawson, Mrs Manson, Mrs Rose and Ms Spiers.

The team work in co-operation with class teachers to assist individuals and groups of pupils with their learning. They are there for everybody. Some pupils need more time and explanation to learn, and some need more challenging work and individual attention.



When specific needs are identified, Learning Support staff will consult with parents, Guidance teachers and subject teachers.

When you have worries about your learning, you should feel free to talk things over with any Learning Support teacher, or your subject teacher.



# THE CAREERS SERVICE



Although you might think that the Careers Service would really only be interested in pupils who are almost old enough to leave school, they can give you a lot of help when it comes to choosing your subjects.

Ms Alison Williamson, the Careers Officer for Sandwich School, will be happy to explain some of the help she can provide. She hopes to be at the S2 Parents' Night on Monday 23 February. Ms Williamson will be only too pleased to see lots of people asking about the best choice of subjects!

The Careers Office gets up-to-date information on training schemes such as Skillseekers, job opportunities, college places etc, and will be pleased to answer enquiries.

They can often supply leaflets on likely (and unlikely) careers — just ask!

If you have an enquiry, you can ask Guidance staff to contact Careers for you, or you can contact Ms Williamson direct at the Careers Office, by telephoning Lerwick **(01595) 695791**.

**MAIN SUBJECTS AT STANDARD GRADE**

You must choose 8 Standard Grades. Choose 2 Short Courses, so that you have a choice in each of the outlined boxes

Everyone gets Social Education + "World of Values" short course + Personal & Social Development Short Course

Everybody gets Core PE (1 period / week) You can also choose Standard Grade PE

Choose one Standard Grade or two Standard Grades or one short course or one Standard Grade + one short course

Choose one Standard Grade or two Standard Grades or one short course or one Standard Grade + one short course

Choose one or two from this group

Choose one or two sciences from here. If it's two, take Physics + Chemistry or Biology + Chemistry.

Everone takes Mathematics

Everyone takes English Add in the language you study just now

Language	Mathematics	Sciences	Social Subjects	Technology Subjects	Creative Subjects	Physical Education	Social, Moral Religious
English French German Support	Mathematics	Biology Chemistry Physics Inter-mediate Science	Geography History Modern Studies	Accounts Administration Computing Studies Craft+Design Graph Comm Home Econ.	Art + Design Music	Physical Education (full course)  1 PE Core 2	Social Education + World of Values + PSD s/course  ↓  ↓
1 English 2	Mathematics	1 2		1 2	1 2	PE, Photography, Music, Art — all short courses	Computing, Word Processing, Electronic Construction — all short courses  ↓

**IMPORTANT** — you **MUST** have something in each box like this

