

# MENZIESHILL HIGH SCHOOL



2010

CHOICES  
CHOICES  
CHOICES  
AT 16+

Information Booklet for Pupils (S4 / S5), Parents and Carers  
Sessions 2010 - 2011



Dear Parent and Senior Pupil,

### **CHOICES AT 16 +**

Choosing courses at the end of fourth or fifth year can be just as difficult as the choice that was made at the end of second year. To help you choose we have prepared this booklet to give you as much information as we can about the subjects and courses which will be available to you in Menzieshill High School next session. These courses are called National Qualifications.

### **USING THIS BOOKLET**

I recommend that you start by reading the paragraph entitled "How to use this Booklet" in Section 1. I hope that by completing the Career Planner on page 4 and by following the correct pathway on pages 5-7 you will be able to select the information you require.

### **POINTS TO CONSIDER AND CAREERS INFORMATION**

The booklet also contains suggestions about the points you should consider when making your choice and information about the links between subjects/courses and various careers. Other information about the role of senior pupils in the school has been included in Section 3.

### **CONSULTATION**

I would like to stress the need for consultation between pupils and their parents, carers and pupils and their teachers before the individual interview takes place so that firm decisions can be made. Principal Teachers, the Careers Adviser, Mr. Watson (Principal Teacher of Guidance (Careers) and Miss Scott, the Learning Resource Centre Manager, will be only too pleased to answer questions and help pupils to find any information they require about careers, entry requirements for further and higher education and the like.

### **INDIVIDUAL INTERVIEWS**

Each pupil will have a personal interview with their Guidance Teacher to discuss the choice of course form and to look at the options available in fifth and sixth year. At the end of the interview each pupil will be given their copy of the form outlining the result of these negotiations and hopefully, agreed recommendations for subject/courses to be followed in fifth or sixth year.

### **QUESTIONS WHICH NEED ANSWERS**

Remember that if you have any additional questions about choosing courses or any other problems associated with the transition to fifth or sixth year please get in touch with reception and make an appointment to see your Guidance Teacher.

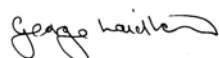
### **DATE FOR RETURNING THE FORM**

The choice of course form has to be signed by a parent and returned to school as soon as possible.

### **FEEDBACK**

It is our intention to provide you with a high quality education service. If there are any comments about this booklet which you feel would be helpful for future parents and for the school please send them to me.

Yours sincerely



George Laidlaw  
Head Teacher

# CHOICES AT 16 +

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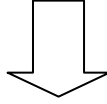
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# 1.1 HOW TO USE THIS BOOKLET

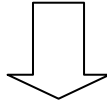
## 1.1a Introduction

This booklet has been prepared to give pupils and parents the information they require to make a choice of course for next session.

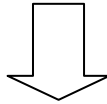
**First complete the Career Planner on page 4**



**Look carefully at the pathways on pages 5-7. These have been drawn up with the various options open to you in mind. Choose the pathway which most fits in with your plans for the future.**



**Use the subjects that you have already studied and your career plans to select the subject information you need to read. Information about each subject can be found on PlanIT + in the Learning Resources Centre. Subject information may also be found on the Internet.**



**Make sure that you will satisfy the entrance requirements for any courses you are considering. Your preliminary examination grades will help you in this. However, if you are not sure, ask the Principal Teacher concerned.**

## 1.2 POINTS TO CONSIDER

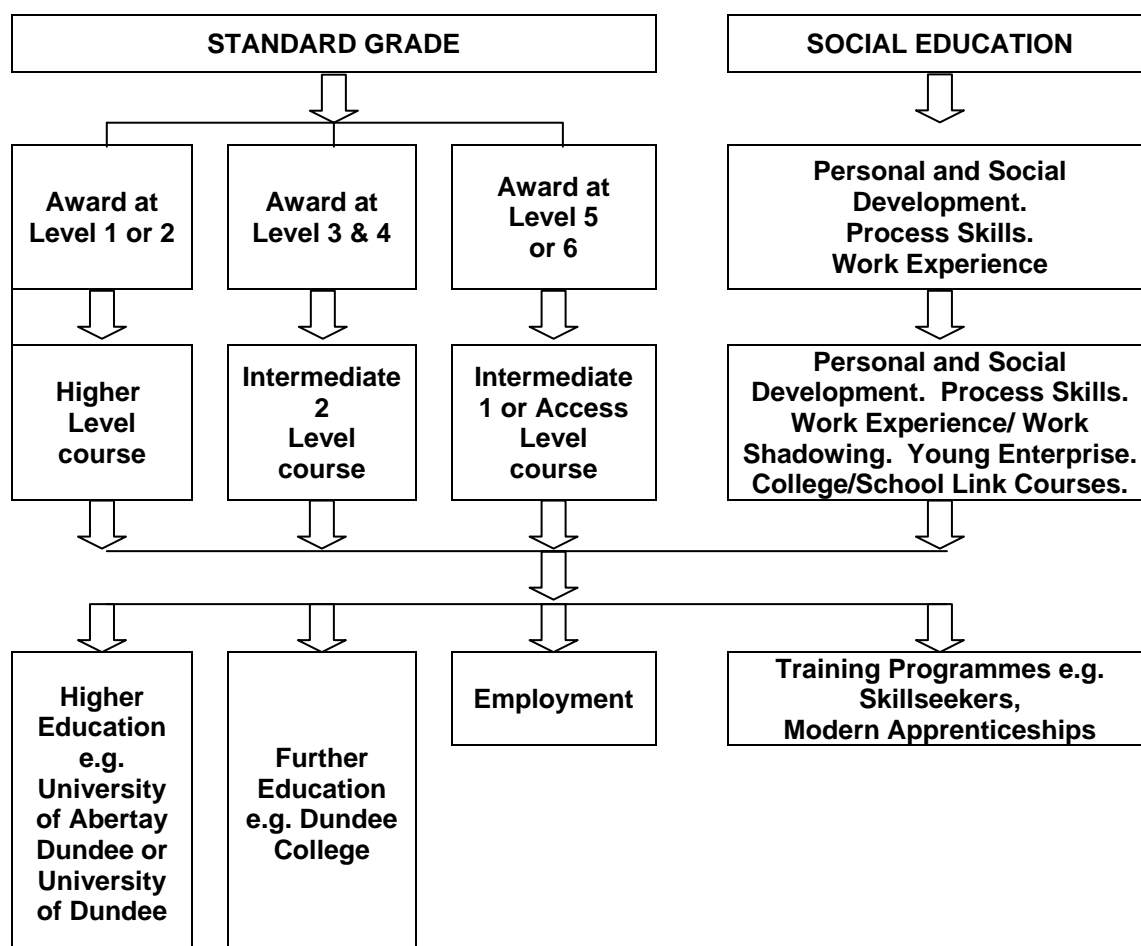
### 1.2a CAREER PLANS

These are the most important consideration when you are choosing a course for next year. Some Universities, Colleges and employers have very specific entry requirements. If you have a particular course or career in mind you must check what these requirements are. See the Careers Adviser, Mr Watson or Miss Scott if you are unsure of where to find the information you require. If you do not have a particular career in mind remember that many employers are looking for evidence of a good secondary education in a range of subjects to a particular standard e.g. Standard Grade, Higher, Intermediate 1 and 2 levels.

### 1.2b PROGRESSION

Pupils in fifth and sixth year should choose subjects or courses that are at a higher level than the ones previously studied i.e. moving from Standard Grade to the appropriate National Qualifications course in fifth year, and progressing from a fifth year course to the next appropriate National Qualifications course in sixth year.

However it also means that opportunities for pupils to progress on a personal level should also be available through programmes of personal and social development, including careers education and incorporating work experience and enterprise education. In Menzieshill High School, progression operates as follows:



### 1.2c **CONSULTATION**

When pupils are thinking about their course choice for next session, it is important that they discuss the options available to them with their parents and subject teachers before their interview with their House Head or Guidance Teacher.

The Principal Teachers of each subject department will also be pleased to answer any questions that pupils may have about the courses they are offering.

The Plan IT Plus database, available on the internet at [www.planitplus.net](http://www.planitplus.net), also gives useful information regarding courses and progression routes.

### 1.3 **STAFF CONTACTS**

The following members of staff have a special interest in fifth and sixth year students:

Mr.	Stewart	S5/S6 Choice of Course
Mr.	Laidlaw	Head of Sixth Year

Mr.	Stewart	House Head - Aberfeldy
Mrs.	Dillon	Principal Teacher of Guidance - Aberfeldy
Mr.	Brown	Principal Teacher of Guidance - Aberfeldy
Mrs	Seith	Principal Teacher of Guidance - Aberfeldy

Ms.	Smith	House Head - Fortingall
Mr.	Thompson	Principal Teacher of Guidance - Fortingall
Mrs.	Reid	Principal Teacher of Guidance - Fortingall

Mr.	Doherty	House Head - Weem
Mr.	Watson	Principal Teacher of Guidance - Weem
Mrs.	Hay	Principal Teacher of Guidance - Weem

Mrs.	Orchiston	Careers Adviser
Miss	Leslie	Careers Advisor
Miss	Scott	Learning Resources Centre Co-ordinator – (Careers Library)

Mr.	Sturrock	Liaison with S.Q.A.
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Mr. Watson and House guidance teachers also deal with applications for entry to University and Colleges of Higher Education (UCAS).

### 1.4 **EXAMINATION RESULTS**

#### 1.4a **RESULTS NOT AS EXPECTED?**

If your SQA examination results are not as you expected, or better than you expected then it is possible to change your choice of course in August 2010. You should collect your Choice of Course Form you complete in March 2010 and update the results before you have a conversation with your guidance teacher regarding any change of course.

## 2.1 CAREER PLANNER

Name: \_\_\_\_\_

<b>Subjects studied this session</b>	<b>Results expected</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

<b>Personal hobbies and/or interests</b>

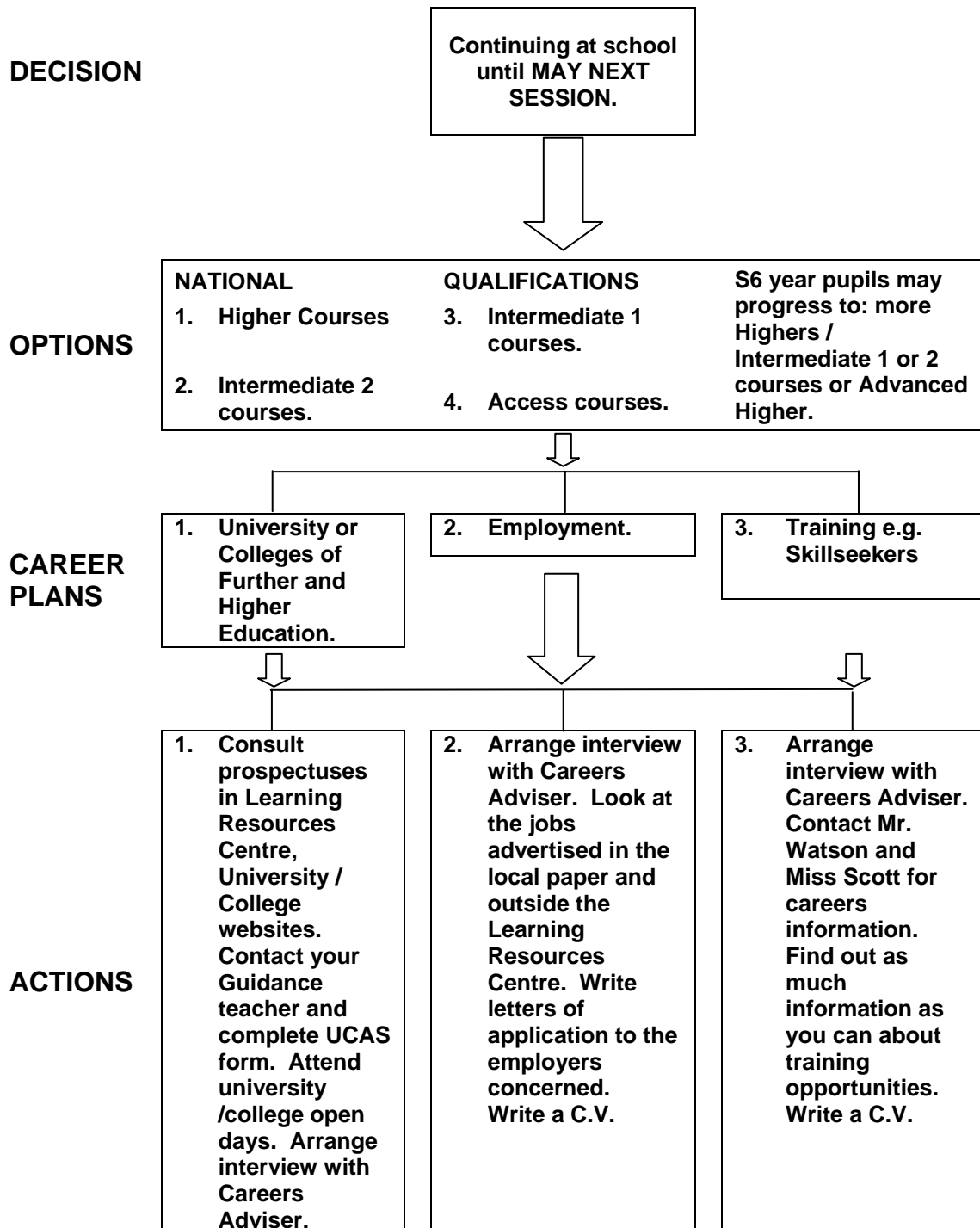
<b>Part-time jobs and other work experience, etc.</b>

<b>First Choice of Career:</b>
<b>Entrance Qualifications required:</b>
<b>Effect on choice of course:</b>

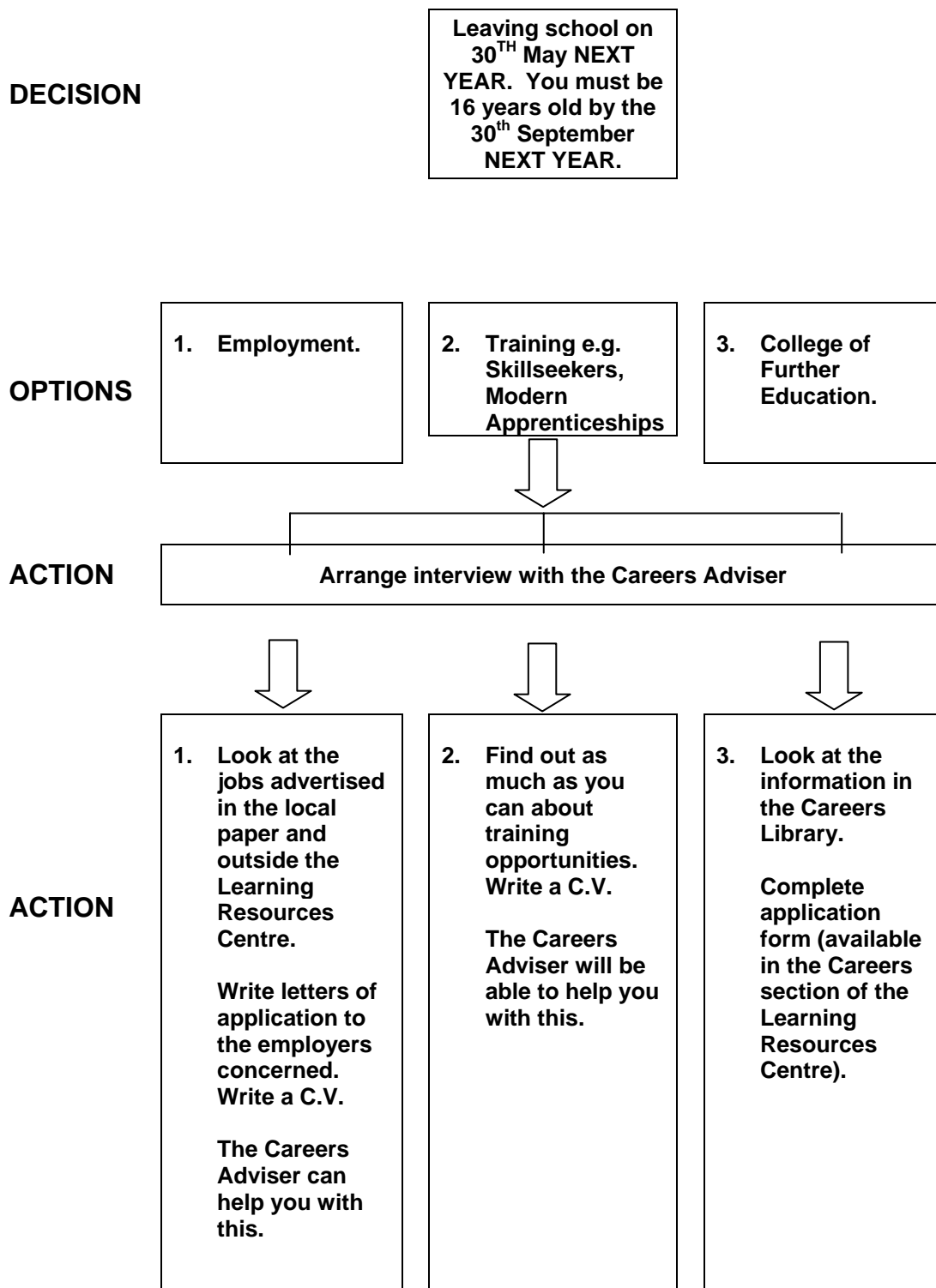
<b>Second Choice of Career:</b>
<b>Entrance Qualifications required:</b>
<b>Effect on choice of course:</b>

<b>Things to find out, people to contact etc.</b>
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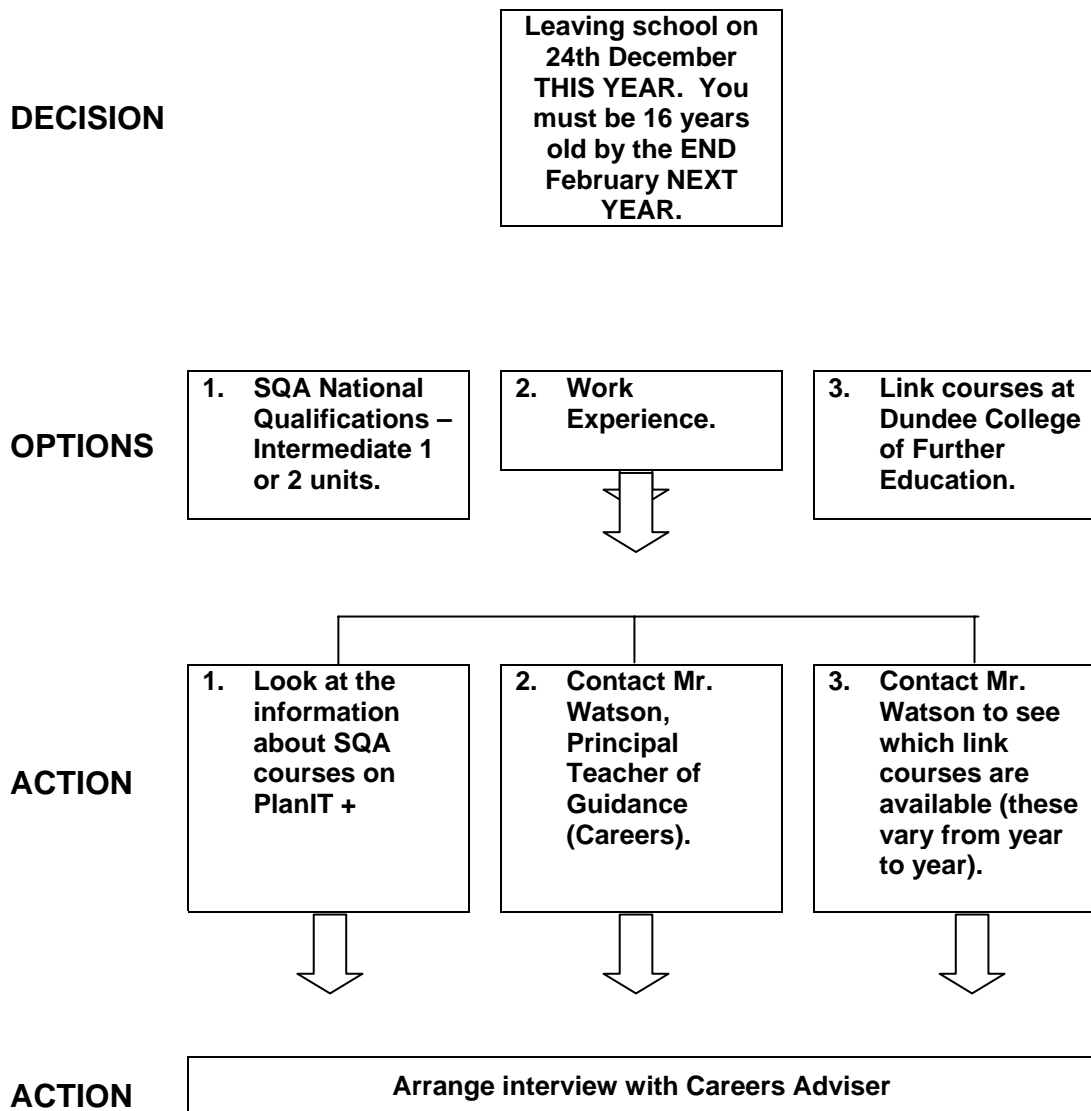
## 2.2 Pathways for FOURTH AND FIFTH YEAR pupils who are **CONTINUING AT SCHOOL**



## 2.3 Pathways for FOURTH YEAR pupils who are leaving school in May **NEXT YEAR**



## 2.4 Pathways for FOURTH YEAR pupils who are leaving school in December **THIS YEAR**



### **3. GENERAL INFORMATION**

#### **3.1 THE SENIOR SCHOOL**

##### **3.1a THE ROLE OF SENIOR PUPILS**

As a member of fifth or sixth years, you are a young adult and deserve to be treated as such. As a senior pupil in Menzieshill High School you are allowed to enjoy certain privileges but you are also expected to take on more responsibility, not just for yourself but for other pupils in the school.

You will be expected to take more responsibility for your own studies and progress as you prepare for work, college or university. Your subject teachers will continue to offer you help and advice and will expect from you in return, a mature commitment to your studies. This means being on time, attending regularly, setting yourself targets and keeping up to date with your work.

##### **3.1b STUDY TIME**

All Fifth and Sixth Year pupils are expected to follow a full timetable.

Pupils who select an Advanced Higher may negotiate individual study time in their timetable.

##### **3.1c SERVICE TO THE SCHOOL AND COMMUNITY**

As a senior pupil you are expected to set an example to younger pupils, in your manner, dress, behaviour and commitment to the school and to learning.

You may become involved in a range of activities:

Prefects (selected by interview)

Peer tutoring

House captains (election by your peers)

Sports captains (election by your peers)

Paired Learning

Working in nursery and primary school or community work

Charity work

Community work

##### **3.1d MONITORING YOUR PROGRESS**

At regular intervals during S5 and S6 your progress will be monitored by your class teacher, house guidance teacher and house head. You will be set targets to improve your work. Progress reports are issued throughout the school year.

#### **3.2 WORK EXPERIENCE AND WORK SHADOWING**

These are available to pupils in fifth and sixth years. Work experience allows young people to do the everyday work of company employees. Work shadowing involves keeping in step with a worker, observing and enquiring into the various tasks performed in a job.

Further details about both schemes are available from Mr Watson, Principal Teacher of Guidance (Careers) and Mr. Stewart, Depute Head Teacher.

### 3.3 THE SCHOOL LEARNING RESOURCE CENTRE AND CAREERS SECTION

#### 3.3a THE SCHOOL LEARNING RESOURCES CENTRE

All Fifth and Sixth year pupils are expected to abide by the L.R.C. 'Code of Conduct' which states:

- a. show consideration for others
- b. use your time well
- c. use resources responsibly
- d. use ICT sensibly

**Pupils who do not abide by the 'Code of Conduct' will not be allowed to use the L.R.C.**

In fifth and sixth year more than two books may be borrowed by arrangement with Miss Scott and extended loans may also be possible if necessary.

Books and resources may also be obtained from outside sources by inter-library-loan. Access to the University libraries can also be arranged.

The L.R.C. has a wide range of information technology available. CD-ROMs and computer databases can be used during study periods and facilities are also available for word processing or desk-top publishing investigations and projects. Access to the internet is also available if required.

#### 3.3b THE CAREERS SECTION IN THE L.R.C.

The Careers section provides information about jobs, training and further and higher education. Several computer databases, CD-ROMS and internet access are available.

1. **PlanIT Plus** to help you choose subjects and find out about careers  
[www.planitplus.net](http://www.planitplus.net)
2. [www.careers-scotland.org.uk/whichcareer/careersmatch](http://www.careers-scotland.org.uk/whichcareer/careersmatch)
3. **COURSE DISCOVER** provides information about Higher Education.  
[www.coursediscoveronline.co.uk](http://www.coursediscoveronline.co.uk)
4. University websites

The Careers section also has a selection of other, careers related, computer software

Information about specific careers is filed using the CLCI classification and a master file of prospectuses is maintained.

The Careers section also contains a selection of DVDs and CD-ROMS

- i. on individual careers
- ii. on particular universities and colleges.

These can be viewed at lunchtimes or after school on request.

The Careers section is open throughout normal L.R.C. opening hours.

#### 3.3c CAREERS INTERVIEWS

Careers interviews are arranged by individual request. Contact Mr. Watson for further details. (see 3.3d and 3.3e below).

For quick enquiries, the Careers Adviser is available at lunchtimes in the LRC, on a weekly basis.

### 3.3d MENZIESHILL HIGH SCHOOL CAREERS SERVICE

#### How to arrange an Interview with the Careers Adviser

If you wish an interview with the school Careers Adviser:

1. Collect an interview request form from your Guidance teacher, Guidance Base or the Careers section in the L.R.C.
2. Fill in the front page of the form as fully as you can - if you have not yet sat any S.Q.A. Examinations then write in the subjects you are studying.
3. Hand the completed form to your Guidance teacher. Your Guidance teacher will complete the second page and pass it on to Mr. Watson.
4. An interview will be arranged, the details of which will be given to you by Mr. Watson.
5. Show these arrangements to your class teacher and attend your interview.

\* please read the notes below on how to prepare for your careers interview.

### 3.3e HOW TO PREPARE FOR MY CAREERS INTERVIEW

#### FIND OUT

**Name** of Careers Adviser  
**Where** Careers Adviser conducts interviews  
**How** to get an interview

#### DISCUSS AND DECIDE

**With** parents / teachers / friends  
**Subjects** strengths and weaknesses  
**Personal** skills and qualities  
aptitudes and talents

#### CONSIDER

Own interests and hobbies  
Any health issues  
Work experience

#### CONSULT

Kudos/Course discover/PlanIT Plus

#### ATTEND

Careers conventions  
Group information talks  
Open days

#### CONSIDER

Post-school options: higher education / further education / training / Youth Training

#### SUGGEST

Prepare a list of questions to take to your interview with the Careers Adviser

**Try to be realistic!**

## 4. GENERAL INFORMATION ABOUT COURSES

### 4.1 INTRODUCTION

The examination system is run nationally by the Scottish Qualifications Authority (S.Q.A.) and offers a wide range of Units, Courses and Levels of attainment.

### 4.2 THE EXAMINATION SYSTEM

#### WHAT IS A UNIT?

Most units are 40 hours long although some are 20 hours and others are 80 hours.

Each unit contains a number of 'outcomes' (usually 3 or 4). An **outcome** describes what a pupil needs to know or be able to do to pass a unit.

Units are assessed in school using tests provided by SQA to ensure a consistent standard across all schools. These unit tests are called 'NABS' as the tests come from a National Assessment Bank.

#### What is a course?

A course is made up of units. In school, courses start in June and run until the following May.

To pass a course, the pupil must pass all the unit assessments and a **final** exam in May/June. The final exam is supervised by invigilators (not teachers from the school) and sent to the SQA for marking.

Passes in course assessments are graded A, B or C.

#### What is a level?

The courses in fifth and sixth year are available at five levels of difficulty:

- Access
- Intermediate 1
- Intermediate 2
- Higher
- Advanced Higher

The option form for S5/6 will show you which levels are available each subject.

### 4.3 PlanIT PLUS

This gives information about all courses at different levels. It is available on PCs in the L.R.C and is accessed via the internet at [www.planitplus.net](http://www.planitplus.net). It tells you:

- the recommended entry level to the course
- the units and outcomes for the course
- progression routes to other courses and employment opportunities available through the course

#### 4.4 INDUCTION AND FEEDBACK ON PROGRESS

At the start of each new course your teacher will give you a subject induction booklet. This booklet will tell you about the course and will include likely dates for any unit assessments. These unit assessments must be passed to achieve an overall

All S5/6 pupils will have an induction day in August. Progress reports are issued three times during the course of the year, to keep pupils and parents informed. After these reports are issued, each pupil meets with their guidance teacher to agree on targets for continuing progress.

Here is an outline of the programme for S5/6:

##### **S5/6 PROGRAMME (dates are provisional)**

- June - Individual subject induction for Intermediate, Higher and Advanced Higher courses
- August - 1 day induction for all S5/6 pupils
- Aug / Sep - S5/6 target setting / target setting report to parents
- Oct / Nov - S5/ 6 reviews / tracking interim report
- November - Parent contact evening
- Feb / Mar - Prelim exams / reports and exam reviews
- March - S4/5 choices / tracking interview
- May / Jun - SQA examinations
- August - SQA results

# APPENDIX 1

## BASIC INFORMATION ON BENEFITS AVAILABLE TO SCHOOL PUPILS

This section gives brief details of benefits etc., available to pupils from Dundee City Council Education Department. Further details may be obtained from the school or by contacting the Education Office at the following address:

Dundee City Council Education Office,  
Floor 9,  
Tayside House,  
Crichton Street,  
DUNDEE DD1 3RJ.  
Telephone: Dundee 434000

### 1.1 FREE SCHOOL MEALS

Free School Meals are available to all pupils whose parents are in receipt of Income Support.

Application forms may be had from the School Office or Dundee City Council, Tayside House, Education Department.

Children attending Special Schools and Units will be provided with meals at no charge.

### 1.2 INSTRUMENTAL TUITION

Should your child be selected for Instrumental Tuition, no fees will be charged if you are in receipt of either Family Credit or Income Support.

No application is necessary as you will be contacted by the school if your child is selected for tuition.

### 1.3 TRANSPORT

For pupils attending the local school proposed by the Authority, the Authority provides transport or pays travelling expenses where a child of secondary school age would have to walk over 3 miles to school.

Where a pupil is, at the parents' request, granted a place at a school other than the school proposed by the Authority, the parents have to make their own transport arrangements.

Application forms for transport may be had from the Dundee City Council, Tayside House, Education Department.

### 1.4 EDUCATIONAL MAINTENANCE ALLOWANCE

The EMA is an allowance of up to £30 per week that can be paid to eligible young people who stay in education after their 16th birthday. It can be paid for a maximum of 2 years.

The young person has to complete a Learning Agreement that is a contract between the young person and their educational establishment.

If attendance falls below 100% in any week - no payment will be made for that week unless all absence has been covered by a medical certificate or been approved by education staff. If Learning Agreement conditions are not met (attainment and conduct) - no payment will be made.

EMA may be granted at the discretion of the Education Authority to any person who:

- remains in full-time education beyond the statutory leaving age and has completed fourth year;
- is aged between 16 and 19 years (inclusive);
- is either a resident of Dundee City or attending a Dundee School;

- is following a recognised full-time course of study.

## APPENDIX 2

### UNIVERSITY AND COLLEGE OPEN DAYS

University and College Open Days are detailed on the next page.

Visits to individual institutions are mainly intended for sixth year students who are considering applying / have applied through UCAS to that particular College/University.

The Annual Higher Education Convention 'Stepping Stones' which takes place in September 2009 in Dundee is aimed at all fifth and sixth year students considering a course of study at University or College.

Visiting times have been allocated to Menzieshill High giving interested students the opportunity to attend.

Parents can visit this convention at any time during the day or evening.

All Scottish Colleges and Universities will be represented at this event.

Anyone wishing to attend an individual Open Day should observe the following procedures.

1. Parental note giving permission to be given to register teacher.
2. Advance notice of visit given to subject/guidance teachers.
3. Students must sign record of visits folder held by Mr Watson.

\* More detailed information regarding Open Days can be obtained from Mr. Watson.

## APPENDIX 2

### UNIVERSITY AND COLLEGE OPEN DAYS FOR 2010

Name and Address of Institution	Contact Person	Telephone Number	Date of Open Day(s) 2010
<b>University of Aberdeen</b> University Office King's College ABERDEEN AB24 3FX	Ali Clark	01224 272090 / 272091	31 August (8.45am-3.30pm) Contact: Visit <a href="http://www.abdn.ac.uk/penday">www.abdn.ac.uk/penday</a> to book a place or find out more information.
<b>University of Abertay Dundee</b> DUNDEE DD1 1HG	Ms. Julie McEwan Student Recruitment Officer	01382 308080	October (to be confirmed) Contact the Institution directly to book places. Visit <a href="http://www.abertay.ac.uk">www.abertay.ac.uk</a> for dates of other events.
<b>University of Dundee</b> Nethergate DUNDEE DD1 4HN	Morag Morgan, Recruitment Co-ordinator	01382 384160	Nursery/Midwifery: March (tbc), Medicine: June (tbc). Accounting and Finance, Architecture, Computing, Dentistry, Education & Social Work, Engineering & Physical Sciences, Humanities, Law, Life Sciences, Psychology, Social Sciences: 29 September. <a href="http://www.dundee.ac.uk">www.dundee.ac.uk</a>
<b>University of Dundee School of Art &amp; Design</b> Duncan of Jordanstone College Perth Road DUNDEE DD1 4HT	Admissions and Student Recruitment	01382 383838	Visiting Days for Fine Art, Design, Media Arts and Imaging and Architecture: 1, 2 and 3 November. <a href="http://www.dundee.ac.uk">www.dundee.ac.uk</a>  e: <a href="mailto:contactus@dundee.ac.uk">contactus@dundee.ac.uk</a>
<b>University of Edinburgh</b> 57 George Square EDINBURGH EH8 9JU	Student Recruitment and Admissions Team	0131 650 4360	18 June; 6 September; 26 September (all 9.30am-3.30pm). Booking required at <a href="http://www.sra.ed.ac.uk/penday">www.sra.ed.ac.uk/penday</a>

<b>Edinburgh College of Art</b> Lauriston Place EDINBURGH EH3 9DF	Student Recruitment Officer	0131 221 6046	29 October (9am-5pm) Please see website for details - <a href="http://www.eca.ac.uk/openday">www.eca.ac.uk/openday</a>
<b>University of Glasgow</b> Southpark Terrace GLASGOW G12 8LG	Recruitment and International Office	Tel: 0141 330 6680	17 June and 1 September (9.30-3pm). Please refer to the website <a href="http://www.glasgow.ac.uk/openday">www.glasgow.ac.uk/openday</a>
<b>Glasgow Caledonian University</b> City Campus Cowcaddens Road GLASGOW G4 OBA	Schools and Colleges Liaison	0141 331 8681	Please refer to website for details of 2010 open days <a href="http://www.gcal.ac.uk">www.gcal.ac.uk</a>
<b>Glasgow School of Art</b> 167 Renfrew Street GLASGOW G3 6RQ	Registry	0141 353 4512	Contact institution for details. Website: <a href="http://www.gsa.ac.uk/openday">www.gsa.ac.uk/openday</a>
<b>Heriot-Watt University</b> Riccarton EDINBURGH EH14 4AS	Mr.M Bates Director of Recruitment & Admissions	0131 451 3451	29 September (12noon-5pm), 23 October (10am-4pm). Please check website for further details. <a href="http://www.hw.ac.uk/opendays">www.hw.ac.uk/opendays</a>
<b>Scottish Borders Campus</b> Netherdale GALASHIELS TD1 3HF	As above	As above	15 October (10am-4pm), 16 October (10am-4pm). <a href="http://www.hw.ac.uk/opendays">www.hw.ac.uk/opendays</a>
<b>UHI Millennium Institute</b> Executive Office INVERNESS IV3 5SQ	UHI Course Information Line	0845 272 3600	For information about open days at the institutions within UHI, please contact UHI Course Information Line or check our website <a href="http://www.uhi.ac.uk/home/apply-to-uhi/open-days">www.uhi.ac.uk/home/apply-to-uhi/open-days</a>
<b>Institutions within UHI</b> – Argyll College, Highland Theological College, Inverness College, Lews Castle College, Lochaber College, Moray College, The Nes Foundation, NAFC Marine Centre, North Highland College, Orkney College, Perth College, Sabhal Mòr Ostaig, Scottish Association for Marine Science, Shetland College, Sustainable Development Research Centre.			

<b>Napier University</b> Craiglockhart Campus EDINBURGH EH14 1DJ	Information Centre	0845 260 6040 info@napier.ac.uk	Contact institution for details. Website: <a href="http://www.napier.ac.uk/opendays">www.napier.ac.uk/opendays</a>
<b>University of the West of Scotland</b> High Street PA AISLEY PA1 2BE  <b>Ayr Campus</b> Beech Grove AYR KA8 0SR  <b>Dumfries Campus</b> Maxwell House DUMFRIES DG1 4UQ  <b>Hamilton Campus</b> Almada Street HAMILTON ML3 0JB  <b>Paisley Campus</b> Paisley Campus PAISLEY PA1 2BE	University Direct  As above  As above  As above  As above	0800 027 1000  As above  As above  As Above  As above	Please contact University Direct for details. Website: <a href="http://www.uws.ac.uk/opendays">www.uws.ac.uk/opendays</a>  E-mail <a href="mailto:uni-direct@uws.ac.uk">uni-direct@uws.ac.uk</a>  E-mail: <a href="mailto:uni-direct@uws.ac.uk">uni-direct@uws.ac.uk</a>  E-mail <a href="mailto:uni-direct@uws.ac.uk">uni-direct@uws.ac.uk</a>  E-mail <a href="mailto:uni-direct@uws.ac.uk">uni-direct@uws.ac.uk</a>
<b>Queen Margaret University Way</b> Musselburgh EDINBURGH EH21 6UU	Joanna Thomson Marketing & Communications Office	0131 474 0000 www.qmuc.ac.uk	2010 dates to be arranged. Not only will you get the opportunity to meet staff, students and enjoy course taster sessions and talks, but you will have the opportunity to see around the new purpose-built facility and all it encompasses. Please see <a href="http://www.qmuc.ac.uk">www.qmuc.ac.uk</a> for details.
<b>The Robert Gordon University</b> Schoolhill ABERDEEN AB9 1FR	Rachel Creegan Schools Liaison Officer	01224 262048	For details see: <a href="http://www.rgu.ac.uk/openday">www.rgu.ac.uk/openday</a>

<b>Royal Scottish Academy of Music and Drama</b> 100 Renfrew Street GLASGOW G2 3DB	Admissions team	0141 332 4101	16 February, 23 June (9am-5pm) Website: <a href="http://www.rsamd.ac.uk">www.rsamd.ac.uk</a>
<b>SAC – Scottish Agricultural College</b> Ayr Campus Auchincruive Estate AYR KA6 5HW  Other campus locations in Edinburgh and Aberdeen	Jill Thomson Student Recruitment Officer	01292 525343 / 0800 269 453	Dates of Open events on all three campuses: 10 February, 28 April, 2 June. Further dates for Clearing, September, October and November tbc. Please check website and book places online. Taster courses in March dates tbc. <a href="http://www.sac.ac.uk/learning">www.sac.ac.uk/learning</a> .
<b>University of St Andrews</b> Admissions Reception St Katharine's West The Scores ST ANDREWS KY16 9AX	Visiting Day Co-ordinator	01334 462249	17 February, 24 March, 14, 21 and 28 April. Students must book places online. Dates later in the year tbc. <a href="http://www.st-andrews.ac.uk/admissions/VisitingtheUniversity">www.st-andrews.ac.uk/admissions/VisitingtheUniversity</a>
<b>University of Strathclyde</b> Graham Hills Building 50 George Street GLASGOW G1 1QE	Sally Nicholson	0141 548 4215	7 September (6-8pm) and 7 Sept (9.30am-3pm). It is not necessary to book a place. <a href="http://www.strath.ac.uk">www.strath.ac.uk</a>
<b>University of Stirling</b> STIRLING FK9 4LA	Sarah Stewart Recruitment Support Assistant	01786 467046 Email: <a href="mailto:recruitment@stir.ac.uk">recruitment@stir.ac.uk</a>	23 September, 3 October Please see website for details: <a href="http://www.stir.ac.uk">www.stir.ac.uk</a>

# APPENDIX 3

Menziesshill High School

## CHOOSING A COURSE FOR SESSION 2010 - 2011

### 1. INTRODUCTION

The aims of our choice of course procedures are twofold:

- a. to give pupils and their parents the information they require to make an informed choice of course for next session; and
- b. to construct a timetable which meets the needs of our senior pupils.

That is why the choice of course form printed overleaf is **provisional**. Any subject conflicts, particularly at Higher level, should be indicated in the box in the right-hand column of the page. This will enable us to review the way in which certain subjects are blocked together. However, due to restrictions on staffing and the requirements of the school as a whole, it is not always possible to meet the individual needs of every pupil, although we do try our best to do so.

All pupils and parents should refer to the "Choices at 16+" information booklet published by the school. Pupils are also reminded to look up the appropriate subject information using Plan IT and Progress in the Learning Resources Centre.

### 2. CHOICE OF COURSE FORM 2010 – 2011 - INSTRUCTIONS FOR FIFTH YEAR PUPILS

- a. All pupils make a choice in each column A - E by ticking the appropriate box.
- b. All timetables will include physical education and social education.
- c. The new timetable starts on **Wednesday 2<sup>nd</sup> June 2010**. Work on new courses begins on that date and it is essential that pupils attend from the beginning of each course.

### 3. CHOICE OF COURSE FORM 2010 – 2011 - INSTRUCTIONS FOR SIXTH YEAR PUPILS

- a. Please make your choices from Column A - E on the form.
- b. Tick the Higher/Intermediate 2/Intermediate 1/ courses you wish to take, having first confirmed with the appropriate Principal Teacher that you are eligible.
- c. Please indicate in the AH section in the last column any Advanced Higher subjects

### 4. Problems / Queries

Any problems or queries about choosing a course for either Fifth or Sixth Year should be referred to your Guidance Teacher.

**George Laidlaw**  
**Head Teacher**  
**March 2010**