



KEY STAGE 4 HANDBOOK



WELCOME

At In Toto Ed, we strive to support our students to be successful, whether it's through our academic, combined, or vocational pathways. We are proud to offer a wide range of subjects that allow students to build confidence, knowledge, and skills to progress to the next stage of their journey.

We are committed to providing a personalised education for each student. Believing that every young person deserves the opportunity to reach their full potential is at the heart of In Toto Ed, with our dedicated team working closely with both students and their families to ensure everyone can find the right course for them.

In Toto Ed is driven by our vision to empower young people with complex needs to gain the right qualifications and life skills for their future. We are passionate about developing confidence and independence in our students, ensuring they are equipped to thrive in the next chapter of their lives.

WHAT OUR KEY STAGE 4 PARENTS SAY

"In Toto Ed has provided my son the opportunity to pursue qualifications in Year 10 and 11 that interest him and are achievable. I am really pleased there is such a flexible approach with parents and students being fully involved in the options process."



WHAT STUDENTS SAY

"I am now able to gain the qualifications I need for college and I have really enjoyed studying in a small class with additional support."

AIM OF THE KEY STAGE 4 CURRICULUM

The In Toto Ed curriculum allows students to flourish and excel in subjects that interest them and they find enjoyable. Balanced, personalised, and adaptive, it offers students a way to learn that works for them, assisted through their studies by staff in academic and pastoral mentoring sessions. This allows students to feel fully supported in all areas of their school experience.

The unique pathways we offer students are personalised and tailored to their learning needs.





PATHWAYS

Academic Pathway

All students study the core subjects of English and Maths, alongside their choice from a wide range of subjects on offer.

The breadth of subjects available at Key Stage 4 allows students to balance academic rigour with pursuing their own aspirations and interests. Students on the Academic Pathway often go on to further academic studies, including A-levels and vocational qualifications.

Combined Pathway

All students will be offered English and Maths at either GCSE or vocational level. These subjects are combined with vocational qualifications and, in some cases, additional GCSEs that allow students to tailor their studies for their own career goals.

Vocational Pathway

The Vocational Pathway offers students skills that will enhance their relationship with the wider world, and assist them to navigate their way through the life.

Each student is allowed flourish at their own pace, in a unique learning environment that supports them to work towards Functional Skills English and Maths, as well as a selection of other vocational qualifications. Additionally, students can develop skills in their own special interests, and have the opportunity to access qualifications in these areas.

KEY STAGE 4

GCSE English Literature

The English Literature curriculum has been designed to stretch and inspire students, sparking a passion for reading and literacy.

Lessons in Years 10 and 11 enable students of all abilities to develop the skills they need to read, understand and analyse a wide range of different texts - covering the 19th, 20th and 21st centuries - as well as to write clearly, coherently and accurately using a range of vocabulary and sentence structures.

Texts we study:

- *A Christmas Carol*
- *Macbeth*
- *Worlds and Lives*
- *An Inspector Calls*

We ensure that, as far as possible, the texts studied are accessible to the students on the Academic Pathway.

Both assessment papers relate reading and writing in the same balanced way, with the reading sources acting as stimuli for the writing tasks.

Each paper has a distinct identity to better support high quality provision and engaging teaching and learning.

Exam board and course title:

AQA GCSE in English Literature 8702

Assessment method:

Paper 1: Shakespeare and the 19th-century novel (40%)

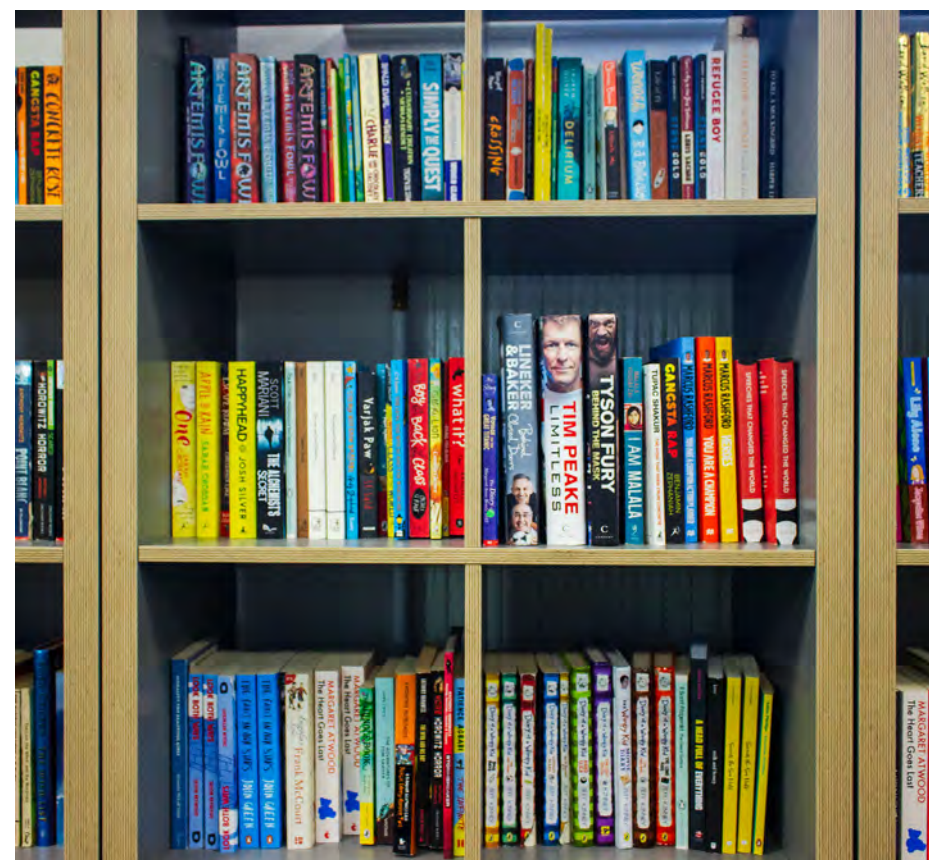
Written exam: 1 hour 45 minutes

- *Macbeth* – William Shakespeare
- *A Christmas Carol* – Charles Dickens

Paper 2: Modern texts and poetry (60%)

Written exam: 2 hours 15 minutes

- *An Inspector Calls* – J.B. Priestly
- The AQA poetry anthology
- Unseen poetry



GCSE English Language

This course provides students with a comprehensive foundation in reading, writing, and critical thinking skills. Through honing their ability to respond to unseen texts, students develop skills in analysis, interpretation, and evaluation, in addition to fostering creativity. Through refining their ability to produce well-structured, coherent responses for different audiences and purposes, the course focusses on practical communication skills, and ensures students are well-prepared for both future study and the workplace.

Paper 1 - Explorations in Creative Reading and Writing - looks at how writers use narrative and descriptive techniques to engage the interest of readers.

Paper 2 - Writers' Viewpoints and Perspectives - looks at how different writers present a similar topic over time.

Exam board and course title:

AQA GCSE English Language 8700

Assessment method:

Paper 1: Explorations in Creative Reading and Writing (50%)

Written exam: 1 hour 45 minutes

Section A: Reading

- One unseen literature fiction text

Section B: Writing

- Descriptive or narrative writing

Paper 2: Paper 2: Writers' Viewpoints and Perspectives (50%)

Written exam: 1 hour 45 minutes

Section A: Reading

- One non-fiction text and one literary non-fiction text

Section B: Writing

- Writing to present a viewpoint

Functional Skills English

The NCFE Functional Skills qualification provides students with practical, real-world skills in English, focusing on the development of essential literacy competencies for everyday life and the workplace. Following an initial assessment, students will be entered for the Functional Skills level that aligns with their current learning needs, with the possibility of progressing to higher levels if appropriate. The course covers reading, writing, speaking, and listening, helping students to communicate effectively, understand and interpret written information, and produce written texts for various audiences and purposes. Emphasis is placed on developing the ability confidence to apply language skills in a variety of contexts, while also developing critical thinking and decision-making skills. Students are able to take their exams at any point across the year and can retake individual components if needed.

Exam board and course title:

NCFE Functional Skills English:

Level 1 603/5058/1

Level 2 603/5054/4

Assessment method:

Language exam: Paper 1: Reading (33%)

Analysis of sources and application of reading skills in real-life scenarios. The exam consists of multiple choice and written answer questions that test skills such as inference, comparison, and identifying linguistic features.

Language exam: Paper 2: Writing (33%)

Assesses a student's skills when writing in different forms, and for different audiences and purposes, as well as assessing a student's spelling, punctuation and grammar.

Speaking and Listening assessment (33%)

Demonstrates a student's ability to speak, listen, and communicate through planning and presenting on a topic of their choice, as well as taking part in small group discussions.

GCSE Maths

Maths is for everyone; it is diverse, engaging, and an essential skill to be equipped with in later life. By putting students at the heart of everything we do, our teachers are empowered to support every student to reach their personal best, with a curriculum designed to enable students to engage with, explore, enjoy and succeed in Maths.

GCSE Mathematics has a foundation tier – grades 1 to 5 and higher tier, grades 4 to 9. Students must take three question papers at the same time.

Exam board:

AQA GCSE Maths 8300

Paper 1: non-calculator

Written examination of 1 hour and 30 minutes, which is worth 33 1/3% of the GCSE Mathematics assessment.

This assessment allows for mix of question styles, from short, single-mark questions to multi-step problems. The mathematical demand increases as a student progresses through the paper.

Papers 2 & 3: calculator

Written examination of 1 hour 30 minutes, which is worth 33 1/3% of the GCSE Mathematics assessment.

This assessment allows for mix of question styles, from short, single-mark questions to multi-step problems. The mathematical demand increases as a student progresses through the paper.

NCFE Level 1 and Level 2 Functional Skills Maths

The NCFE Functional Skills Maths qualification equips students with the essential mathematical skills needed for real-life situations and the workplace. The course focuses on developing practical problem-solving abilities and improving confidence to use numbers in everyday contexts.

Following an initial assessment, students will be entered for the level (Level 1 or Level 2) that best matches their current skills and knowledge, with the opportunity to progress to a higher level when ready.

The course covers key mathematical areas including number, measure, shape and space, and handling data. Students learn how to apply maths to a range of real-world scenarios such as budgeting, measuring, interpreting data, and working with percentages and ratios. Emphasis is placed on developing reasoning skills, accuracy, and the ability to select appropriate methods to solve practical problems.

Students can take their exams at any time during the year.

Exam board:

NCFE Functional Skills Maths

Level 1: 603/5059/3

Level 2: 603/5060/X

Assessment method:

Section A

Non-calculator 30 minutes

Section B – Calculator 90 minutes

Total Time: 120 minutes

GCSE History

The History GCSE course teaches student about past events through history, evaluating them and making connections with modern life. Our curriculum has been designed to provide opportunities for students to reflect and recognise important developments in social history and political history.

The GCSE History content comprises the following elements:

- one period study – American opportunity and equality
- one thematic study – World War I
- one wider world depth study – Health and the people
- one British depth study including the historic environment – Norman England

The breadth of study offered allows students to access a range of different historical time periods, and develops their grasp of a number of different historical issues.

Exam board and course title

AQA GCSE History 8145

Assessment method

Paper 1 (50%)

Understanding the modern world

Paper 2 (50%)

Shaping the nation

GCSE Design and Technology

Textiles Design

Design and Technology prepares students to participate confidently and successfully in an increasingly technological world. Students will gain awareness and learn from wider influences on Design and Technology including historical, social, cultural, environmental and economic factors. Students will have the opportunity to work creatively while designing and making, and apply technical and practical expertise.

At GCSE, students study core technical, designing, and making principles, including a broad range of design processes, materials, techniques and equipment. They can also study specialist technical principles in greater depth.

Exam board and course title

AQA GCSE Design Technology 8552

Assessment method

Paper 1

- Core technical principles
- Specialist technical principles
- Designing and making principles
- 15 % of the exam will assess Maths and 10% will assess Science

Written exam: 2 hours (50%)

NEA

Practical application of:

- Core technical principles
- Specialist technical principles
- Designing and making principles

(50%)

GCSE Art and Design

The GCSE Art and Design course allows our students to continue their development their independent and personal approach to creating art.

Students learn how sources inspire the development of ideas, for example drawing on:

- the work and approaches of artists, craftspeople or designers from contemporary and/or historical contexts, periods, societies and cultures
- contemporary and/or historical environments, situations or issues
- other relevant sources researched by the student
- the ways in which meanings, ideas and intentions can be communicated through visual and tactile language, using formal elements, including:
 - colour
 - line
 - form
 - shape
 - tone
 - texture
- the characteristics, properties and effects of using different media, materials, techniques and processes, and the ways in which they can be used in relation to students' own creative intentions
- the different purposes, intentions and functions of art, craft and design in a variety of contexts.

Students choose one or more of the areas below for study:

- Art, craft and design
- Fine art
- Graphic communication
- Textile design
- 3D design
- Photography

Students explore a wide range of art experiences, including printmaking, painting and three-dimensional design. The course is a great choice for students interested in studying Art further - such as a Foundation Course at an Art college - or considering a career in creative fields such as architecture or the media.

Visits to local galleries and museums support the development of ideas and provide inspiration throughout the course.

Exam board and course title:

AQA Art and Design 8201

Assessment method :

Internally assessed and externally quality assured.

- Portfolio of coursework including sketchbooks (60%)
- A practical examination, including 8-10 weeks preparation (40%)

Coursework is completed during art lessons with an emphasis placed on individual investigation through sketchbooks, and the acquisition of more advanced skills and techniques.

The final unit of work is the Externally Set Assignment and comprises development and personal responses to a theme selected by the exam board.



Level 2 Certificate in Art and Design

This qualification is designed for students who wish to develop a range of skills and techniques essential for working in creative sector.

This qualification will:

- focus on the study of art and design
- offer breadth and depth of study, incorporating a key core of knowledge
- provide opportunities to acquire a number of practical and technical skills.

Exam board and course title

NCFE Level 2 Certificate in Art and Design 500/8988/2

Assessment method

Internally assessed and externally quality assured.

The units covered are:

- Investigate sources
- Explore materials
- Final art and design work
- Working in the industry
- Building portfolio
- Visual communication project

GCSE Music

This course provides students with the opportunity to develop skills in three key areas: listening, performance and composition.

There is one final exam, plus the composition and performance components which comprise 60% of the course, and are Non-exam assessment (NEA). This is internally marked by teachers and externally moderated by AQA.

The listening component focuses on four key areas which are studied throughout the course:

- Western classical tradition 1650–1910
- Popular music
- Traditional music
- Western classical tradition since 1910.

Exam board and course title

AQA Music 8271

Assessment method

Component 1: Understanding Music (40%)

Written exam: 1 hour 30 minutes

Section A: Listening

- Unfamiliar music

Section B: Study pieces

- Questions on pieces studied as part of the course

Component 2: Performing Music (30%)

As an instrumentalist and/or vocalist and/or via technology:

- Performance 1: Solo performance
- Performance 2: Ensemble performance

A minimum of four minutes of performance in total is required, of which a minimum of one minute must be an ensemble performance.

Component 3: Composing Music (30%)

As an instrumentalist and/or vocalist and/or via technology:

- Composition 1: Composition to a brief
- Performance 2: Free composition

A minimum of three minutes in total is required.

GCSE Combined Science and separate sciences

Our KS4 Science curriculum is designed to build upon the foundational knowledge acquired at Key Stage 3, and prepare students for further study or employment. It promotes scientific literacy, problem-solving, and an understanding of scientific processes, encouraging students to apply their knowledge to real-world contexts. Students at KS4 typically study either Combined Science (Trilogy), worth two GCSEs, or Separate Sciences (Biology, Chemistry, and Physics), each leading to an individual GCSE.

Exam board and course title

AQA Combined Science Trilogy 8464 and Synergy 8465

Biology Overview

1. Cell Biology

- Cell structure and function (eukaryotic and prokaryotic cells).
- Transport in cells (diffusion, osmosis, and active transport).

2. Organisation

- Structure and function of human organ systems (e.g., digestive, circulatory).
- Plant tissues and transport systems.

3. Infection and Response

- Pathogens and disease prevention.
- Vaccines and treatments (e.g., antibiotics).

4. Bioenergetics

- Photosynthesis and respiration.

5. Homeostasis and Response

- Nervous and hormonal control.
- Maintaining internal conditions (e.g., temperature, blood sugar).

6. Inheritance, Variation, and Evolution

- DNA, inheritance, and genetic engineering.
- Evolution by natural selection.

7. Ecology

- Ecosystems and biodiversity.
- Human impact on the environment.

Chemistry Overview

1. Atomic Structure and the Periodic Table

- Development of the atomic model.
- Groups and periods of the periodic table.

2. Bonding, Structure, and the Properties of Matter

- Types of bonding (ionic, covalent, metallic).
- Properties of materials and nanoparticles.

3. Quantitative Chemistry

- Chemical equations and calculations (moles, concentrations).

4. Chemical Changes

- Reactivity series and extraction of metals.
- Acids, bases, and electrolysis.

5. Energy Changes

- Exothermic and endothermic reactions.

6. The Rate and Extent of Chemical Change

- Factors affecting rates of reaction.
- Reversible reactions and equilibrium.

7. Organic Chemistry

- Introduction to hydrocarbons and polymers.

8. Chemical Analysis

- Techniques for identifying substances.

9. The Atmosphere

- Evolution of the Earth's atmosphere.
- Greenhouse gases and climate change.

10. Using Resources

- Sustainable use of materials and water treatment.

Physics Overview

1. Forces

- Types of forces and their effects.
- Motion and Newton's laws.

2. Energy

- Energy transfers and efficiency.
- Renewable and non-renewable resources.

3. Waves

- Properties of waves.
- Sound, light, and electromagnetic spectrum.

4. Electricity

- Circuit components and electricity in homes.
- Resistance, current, and potential difference.

5. Magnetism and Electromagnetism

- Magnetic fields and electromagnets.

6. Particle Model of Matter

- States of matter and internal energy.
- Specific heat capacity and latent heat.

7. Atomic Structure

- Development of the atomic model.
- Radioactivity and nuclear decay.

8. Space Physics (Separate Sciences only)

- The life cycle of stars.
- The solar system and the universe.

Assessment method

1. Combined Science (Trilogy):

6 papers (2 each for Biology, Chemistry, and Physics) (33.4 %)

Multiple-choice, structured, closed short-answer, and open-response questions.

2. Separate Sciences:

2 papers per subject, each 1 hour 45 minutes (25%)

Similar format as Combined Science but with additional content.

Practical Work

Practical skills are central to the KS4 Science curriculum.

Students must complete a set of required practicals, assessed in the exams. These include experiments such as investigating rates of reaction, testing photosynthesis, and exploring electrical circuits.

Level 2 Award in Science

The Level 2 Award in Science has been designed to engender an interest in science and encourage a spirit of enquiry. This is a generalist qualification, covering physical and life sciences, and applications of science in, for example, forensics and architecture. Students can choose from a variety of units which will equip them with the knowledge and skills required to progress to higher level qualifications in Science.

The objective of this qualification is to:

- develop an interest in scientific enquiry;
- develop the skills and knowledge needed to progress to higher level study in science

Exam board and course title

Aim Qualifications Level 2 Award in Science 601/0759/5

Assessment method

Internally assessed and externally quality assured.

The units covered are:

Two Optional units

Level 2 Certificate in food and cookery skills

This qualification is designed for students with an interest in food and cookery. It provides experience of using different cooking skills and methods, giving a basic understanding of the skills required for a career in food.

The objective of this qualification is to:

- prepare and cook using basic skills
- understand food and its functions in the body and in recipes
- understand balanced diets and modification of recipes for health
- plan and produce dishes for a purpose.

Exam board and course title

NCFE Level 2 Certificate in Food and Cookery Skills 603/3911/1

Assessment method

Assessment requirements Internally assessed and externally quality assured.

The units covered are:

- Unit 01 Preparing to cook
- Unit 02 Understanding food
- Unit 03 Exploring balanced diets
- Unit 04 Plan and produce dishes in response to a brief



Level 2 Certificate in IT Users

This qualification is suitable for students who plan to pursue a job requiring IT skills, providing essential skills in an increasingly digital world.

Units can be taken at a variety of levels, giving flexibility to match the qualification to career aspirations. It allows students to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role across a wide range of sectors.

This qualification will:

- focus on the study of IT User Skills (ITQ) within the Information and Communication Technology sector
- offer breadth and depth of study, incorporating a key core of knowledge
- provide opportunities to acquire a number of practical and technical skills.

Exam board and course title

NCFE Level 2 Certificate in IT Users 501/1239/9

Assessment method

Assessment requirements Internally assessed and externally quality assured.

The units covered are:

- Improving productivity using IT
- Optional units

Level 1 Award/Diploma in Hair and Beauty Skills

This qualification provides students with the opportunity to develop their skills and knowledge to enable them to start or build on a career in a range of hair and beauty industries. The qualification covers different areas of beauty, including hand care, make up and nails.

Exam board and course title

AIM qualifications Level 1 Award in Hair and Beauty Skills 603/1805/3

or

AIM qualifications Level 1 Diploma in Hair and Beauty Skills 603/1809/0

Assessment method

Internally assessed and externally quality assured.

The units covered are:

- Manicure and pedicure
- Facial care
- Applying make-up

This course is only available at In Toto Cambridge.

Level 2 Award/Certificate/Extended Certificate/Diploma in Music

This qualification is designed for students wishing to gain knowledge and skills within the sphere of music performance and associated music industry disciplines. It allows students to develop their performance capabilities and increase their aptitude on their chosen instrument, along with gaining an effective knowledge of event organisation, rehearsal techniques, and the contextual background to their chosen genre and style.

The qualifications will give students:

- experience in planning, executing and analysing a music performance
- the ability to develop and hone their performance within a rehearsal space
- knowledge of planning, promoting and running a live music event
- a greater understanding of music and the responses it elicits in an audience
- contextual awareness of styles and genres of music and how they have developed
- the ability to perform effectively in a recording studio environment

The knowledge and skills acquired by performers undertaking this course will enable progression onto further studies, equipped with a greater aptitude for performing in a range of situations, and with a deeper knowledge of the wider skill set and associated requirements which come with being an effective performer.

Exam board and course title

RSL Level 2 Certificate for Music Practitioners

Assessment method

Coursework based assessment against individual unit criteria. Internally assessed and externally quality assured.

The units covered are:

Mandatory unit

218 Marketing and Promotion

Optional units

224 Digital Recording and Production, 222 Music Sequencing and Production, 202 Composing

Entry level award in Developing Enterprise Skills and Level 1 Award in Investigating/Developing Enterprise Skills

These qualifications provide students with a basic introduction to the main principles of enterprise. Students will research local enterprising people or entrepreneurs and identify their own existing skills and areas for growth, which are then applied by taking part in an enterprise activity.

These courses provide students with:

- Foundational skills for enterprise
- Ability to create, manage and evaluate projects
- Knowledge of what makes a successful enterprise
- Opportunities to work as a team
- Learning new skills, such as design or leadership
- Action plans of how to become an entrepreneur

All students will start on the Entry 3 Award at the beginning of the academic year. Once this has been completed, they will then be offered the opportunity to progress onto the appropriate Level 1 qualification for them; either Investigating Enterprise Skills or Developing Enterprise Skills. Upon completion of this pathway, students will have gained two qualifications in Enterprise Skills.

Exam board and course title

NCFE Entry Level Award in Developing Enterprise Skills (Entry 3)

progressing to:

NCFE Level 1 Award in Investigating Enterprise Skills /NCFE Level 1 Award in Developing Enterprise Skills

Assessment method

Internally assessed and externally quality assured.

Units covered:

- Entry level
- Introduction to Enterprise Skills
- Participate in an Enterprise Activity

Level 1 Award in Investigating Enterprise Skills:

- Understand Enterprise Skills
- Demonstrate Enterprise Skills

Level 1 Award in Developing Enterprise Skills:

- Understand Enterprise Skills
- Demonstrate Enterprise Skills

Level 1 Award in Multi-trade Construction Skills

This qualification provides the ideal introduction to the construction industry, and covers essential skills in the following trades: bricklaying, carpentry and joinery, plastering, painting and decorating, construction operations, wall and floor tiling, electrical and plumbing.

Exam board and course title

City and Guilds Level 1 6219

Assessment method

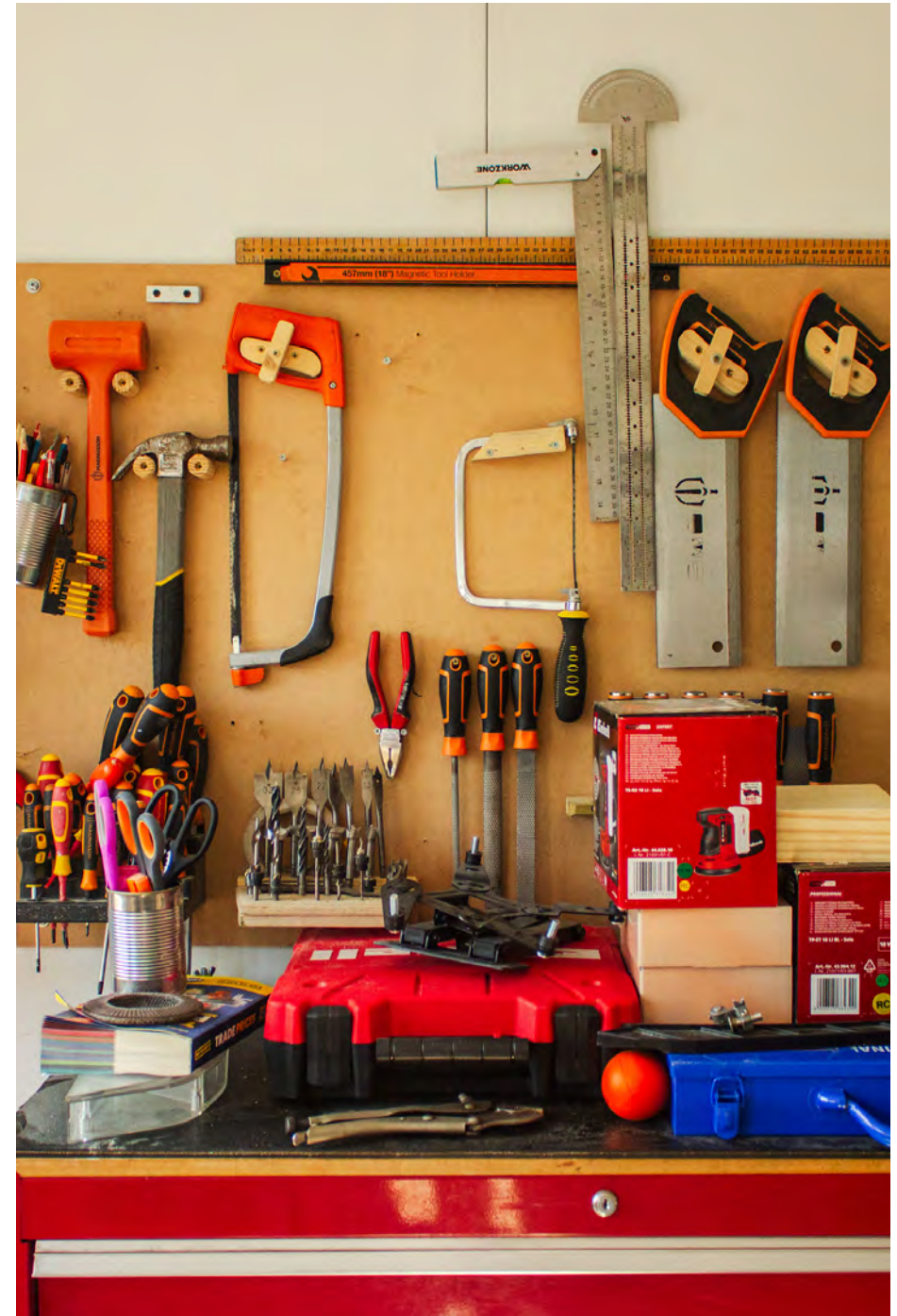
Internally assessed and externally quality assured.

These qualifications are suitable for 14-19 year olds, or for individuals of any age wanting an introduction to a variety of construction trades in order to gain skills in those areas and perhaps to decide which trade is the right one to pursue a career in. No previous knowledge or experience is required.

The course is assessed on the following skills phases:

- Phase 1: Generic Units, Bricklaying, Joinery
- Phase 2: Wall & Floor Tiling, Construction, Operations, Painting & Decorating
- Phase 3: Carpentry
- Phase 4: Plastering, Plumbing, Electrical

This course is only available at In Toto London and Peterborough.



Level 2 Certificate/Diploma in sport coaching

This qualification will give students the introductory skills to either start a career in sport, or progress within employment in the sector. This qualification can also prepare students for higher or further education and gives a good introduction to the sport vocation.

Exam board and course title

NCFE Level 2 Certificate in Sports Coaching 601/3037/4/COA

Assessment method

Assessment requirements Internally assessed and externally quality assured.

The units covered are:

- Sports Coaching
- Sporting Skills and Tactical Awareness
- Participation in Sport
- Optional unit

UAL Level 2 Award/Diploma in Creative Media Production and Technology - Esports

The UAL Level 2 Diploma in Creative Media Production and Technology has been designed to provide students with the skills, knowledge and understanding necessary to progress to further study and training in a range of media-related subjects, including game design and game streaming. This qualification will help students to develop transferable workplace skills, such as good communication and the ability to work in a team, which employers have identified as essential for gaining employment in the sector.

Students taking this qualification will study the following units:

Unit 1:

Introduction to creative media methods and skills.

Unit 2:

Introduction to production techniques in creative media.

As well as completing the above units, students taking the diploma qualification will also study the following units:

Unit 3:

Understanding an audience in creative media production

Unit 4:

Contextual research for creative media production

Unit 5:

Exploring audio production and technology

Unit 6:

Exploring visual production and technology

Unit 7:

Exploring interactive media production and technology

And unit 8 or 9;

Unit 8:

Personal project and presentation in creative media production

Unit 9:

Personal project and presentation in creative media production

Exam board and course title:

UAL Level 2 Award and Diploma in Creative Media Production and Technology

Assessment method

Award - The Level 2 Award is made up of two mandatory units, internally assessed and internally verified portfolio of evidence (Units 1 and 2) which are externally moderated by UAL awarding body.

Diploma - Students MUST complete units 1 and 2 of the Award, in addition to Units 3-7 and Unit 8 or 9 to achieve the Diploma. Internally assessed and internally verified portfolio of evidence (units 1-7) which are subject to quality assurance by UAL Awarding Body. Internally assessed and internally verified Unit 8 or 9 which is externally moderated by UAL Awarding Body.



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