

<p style="text-align: center;">SUBJECT OVERVIEW/LONG TERM PLAN KEY STAGE 4/ ENGLISH* *ALL WORK AT KS4 BASED ON FUNCTIONAL SKILLS</p>						
Year 10	AUTUMN		SPRING		SUMMER	
	Mobile phones (e2e) Speaking on the phone	Leisure & sport	(e2e) Age limits Bank accounts	(e2e) Fact & opinion in the media	Holidays	School newsletter
	Writing to request & to persuade(E3-3a)	Writing to advise (E3-3b)	Writing to complain(E3-3c&d)	Writing to give your view (L1-3c)	Writing to explain (E3-3d)	Writing to inform (E3-3b&c)
	Sp&L make a business call (E3-1d)			Sp&L Take part in a discussion (L1-1a)		Sp&L Take part in a discussion (E3-a&b)
	R - understand layout features (E3-2a&c)		Read & understand texts in detail (E3-2b&c)		R - understand persuasive techniques (E3-2a&d)	
Year 11	AUTUMN		SPRING		SUMMER	
	Buying a car	(e2e) responsibilities & rights	Applying for jobs	Applying for jobs	(e2e) Finding a flat	(e2e) Time keeping
	Writing to inform (L1-3a)	Writing to instruct (E3-3a)	Writing to request (L1-3b)	Writing to inform (L1-3a-c)	Writing to complain (L1-3a-c)	Writing to advise (L1-3a-c)
		Sp&L Take part in a discussion (E3-1c)	Sp&L Make a business call(L1-1b)	Sp&L Mock interview (L1-1c&d)		
	R - utilise information contained in texts (L1-2c)		R - understand layout features (L1-2a)		R - understand persuasive techniques (L1-2a-e)	

** Spelling, punctuation and sentence structure should be taught as part of every topic

- 3 year plan/overview will ensure the breath and balance of skills, knowledge and experiences covered over a Key Stage/ Department.
- 3 year plan ensures all key stages/departments follow the same year
- Overviews will assist in the cross curricular links.
- Identified core units may be repeated during the 2-3 year period if appropriate, whilst variable units ensure variety of experiences and continuity of progression from year to year regardless of staff changes.
- Examples of coverage provide a context of how skills may be taught to aid further detailed planning.