

NOWER HILL STUDENT PORTFOLIO



Pupil Guidelines

**Only one copy of this booklet
will be issued to each pupil.**

Nower Hill Student Portfolio

The Nower Hill Student Portfolio will consist of the following documents.

1. **Personal Statement written & designed by you**
2. **Employment History written & designed by you**
3. **Form Tutor Reference**
4. **Evidence of work related learning – interview feedback**
 - **placement**
 - **updated CV**
 - **thank you letter**
 - **diary**
 - **key skills analysis**
 - **teachers visit report**
 - **employers report if not in diary**
 - **work experience certificate**
5. **Certificates**
6. **Year 11 Report**

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Personal Statement

1. Begin Statement with your **age and year** that you joined Nower Hill.
E.g. I joined Nower Hill High School in Year 8 on the *1 September ----,
*unless you joined at a later date. Followed by: -
2. A paragraph about your **academic abilities**; subjects you enjoy; knowledge gained in different subject areas; skills you have used and developed, etc.
You can also refer to the piece of evidence you have selected as evidence in your Nower Hill Student Portfolio.
3. A paragraph about your **responsibilities and interests - inside and outside** of school.
4. A paragraph about your **character and personal attributes**.
5. A final paragraph about your **16+ transfer/future plans**.

REMEMBER TO:-

- ◆ **Emphasise the positive** and highlight your best features, but be **honest** and do **not** exaggerate.
- ◆ Ideally, the **completed statement should not** take up more than **one side of A4** when Word-processed.
- ◆ **Emphasise** your **strengths** and good qualities.
- ◆ When satisfied with your draft, you need to word-process your Personal Statement for your Portfolio.

PLUS:-

In order to help you put your statement together, OVERLEAF is a list of words that you might like to use along with some examples of Personal Statements. You can also use this sheet to draft your statement.

If you are not sure what words to use, enlist the help of your teachers, family and friends.

For example:-

- ***Punctuality** is one of my strong points as I am never late to school.*
- *I am a **responsible** person as I have been chosen to be a prefect with specific duties in the Careers Room.*
- *I consider myself to be **outgoing** as I enjoy meeting people and making new friends.*

EXAMPLE OF PERSONAL STATEMENT (1)

I have been a pupil at Nower Hill High School for the last (four) years and have been following a GCSE course in (10) subjects, which finishes at the end of June 200 .

My favourite subjects are English and History because I enjoy writing essays and being able to express my opinion through them. My communication skills have also developed due to group discussions and debates. I also like reading challenging books so I particularly enjoy the literacy aspect of English. Through History I have learnt how to construct an argument and justify it to the best of my ability. For my evidence, I have chosen a piece of work from English entitled '*The Holy Grail*' which I am particularly proud of.

During my time at Nower Hill I have learnt and developed various skills, including computer skills such as, surfing the net, E-mail and using software packages such as: Word '98 and Excel, which I can use in most subjects and will be very useful when I go to college later on. I have also learnt that meeting deadlines is very important, especially with coursework, and I have come to realise that I must space my work out evenly in order to hand it in on time.

My interests inside school are mainly associated with Drama and P.E. I am a prefect with specific duties in the Drama Department, and help out back stage during school productions. I enjoy most sports, but particularly netball and tennis. I am a proud member of the Year 11 netball team, which has won the Borough trophy for the last three years. In addition, I also help disabled pupils from another local school with their weekly swimming lessons which has given me a huge sense of satisfaction and is also a great deal of fun.

Outside of school, as well as socialising with my friends, I enjoy creative writing and reading crime novels. Cookery is another interest and I like trying out new recipes on my family.

Overall, I think that I am a kind and caring person, who can also handle responsibility. I am very punctual with a good sense of humour and get on well with both my teachers and friends alike.

I am determined to do well in my GCSE's as I intend to go on to college and do an A-level course in English, Drama, History and Psychology, and then hopefully go on to university. As for a career, I am still undecided as to what I want to do in the long term, but probably something in Journalism or Public Relations as I really enjoy meeting different people.

EXAMPLE OF PERSONAL STATEMENT (2)

I started at Nower Hill in (**enter date September 200**) and over the past four years I have been following a GCSE Course in (?) subjects.

I am generally hard working but do not always find schoolwork easy, especially Maths and Science, although I am trying my best to improve in these subjects. To do well in my GCSE examinations I know that I have to be organised and meet my coursework deadlines.

For my evidence of good work I have chosen a piece from my Integrated Humanities course which involves skills such as: planning, research, collecting data, analysing my findings and producing a report including graphs. This project has also helped to develop my IT skills.

I consider myself to be a friendly and outgoing person who enjoys meeting new people. Sport is my main interest, both inside and out of school, particularly football, which involves teamwork, whilst also keeping me fit and healthy. I support Arsenal and go and see them play as often as I can.

When I leave Nower Hill I intend to go to Harrow College and do a vocational course in Sport Leadership or Leisure & Tourism as it is my ambition is to work in this area.

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EMPLOYMENT HISTORY

Using your notes from Page 7 of your diary: 'Work Experience Review and Report' write an account of your work placement.

Also include details of any other employment you may have under a separate heading. State the type of work you do and when you do it:- e.g. Daily paper round, working in a Hairdressers every Saturday, etc.

Draft this in rough overleaf, and when the content is satisfactory (including grammar, punctuation and spelling) it can be work-processed in the I.T. rooms or at home.

REMEMBER

This work experience report will 'live with you' for several years.

It is vitally important you have EVIDENCE (e.g. the employer's report [P.8.] from your work experience diary) to back up what you are saying!

IN YOUR REPORT:-

BE POSITIVE: *State what you liked and **not** what you didn't like.
What went well, **not** what went badly.
What do you think you learnt from it?*

BE CLEAR: *Structure and break up the text.
Put any headings in **bold** and use short sentences.*

SPELLING and PUNCTUATION: *Check spellings and punctuation.
Use a dictionary if not sure.*

LENGTH and PRESENTATION *Your finished typed report should be no longer than **one side of A4**. To word-process, use typeface **Times New Roman, 11 or 12 size font**.*

SAVE REPORT *When word-processed 2 copies are required*

EXAMPLE OF EMPLOYMENT HISTORY

Name

On the 5 June _____, I began my two weeks work experience at IPC Magazines, located at King's Reach Tower in Stamford Street SE1, on their monthly magazine 'Woman and Home'.

During this time I developed and learnt many new and different skills. The majority of these were office based, such as faxing documents, photocopying; franking the mail, inputting data on the computer and word-processing letters. The latter gave me a chance to improve my computing skills and by the end of the two weeks, both my typing speed and understanding of the p.c. had improved greatly. Another interesting part of the job was being involved with research and finding out information about competitors._

The experience at Woman and Home not only taught me new abilities, but I also found that I could put into practice skills that I had already learnt in school. This included letter-writing and creative skills. Many people sent in their comments and opinions and the supervisor asked me how I would reply to these letters, which meant using my own initiative and knowledge.

The people I worked with were very friendly. I got on well with them and fitted in quickly as part of the team. Working with different adults also enabled me to build up my self confidence and communications skills. I was also expected to work independently, and given a lot more freedom than I had expected, such as writing to readers and helping with the layout of the issues, plus making decisions without constantly referring to my supervisor, who was always extremely busy. This gave me a great deal of satisfaction and made my work placement a very rewarding and beneficial experience.