

16<sup>th</sup> March 2021

Dear Parent/Carer,

I am writing to advise you that the Year 9 options process will formally begin next week. From Monday the 22<sup>nd</sup> of March, the school website will contain information and videos, to support you and your child, to select the subjects most appropriate for continued study at Key Stage 4.

In the pre-pandemic world, we would ordinarily have held an options evening in school. This would have enabled students and their parents/carers to talk to teachers about the courses on offer at Key Stage 4. Subject leaders would also have had the opportunity to go through, with interested students, what the course entails, how it is assessed and the suitability of the course to that child.

As this is not possible, we will be providing as much remote support as possible, primarily via the school website. A timeline outlining the options process is below:

**Monday 22<sup>nd</sup> March to Friday 2<sup>nd</sup> April**

Year 9 'Options Fortnight' in school to include:

- Option Packs (which include a curriculum booklet and options form) distributed to students during form time, to take home
- Opportunity within lessons for teachers to promote their courses to students and for students to ask questions
- Students to be shown videos in form time explaining the options process (available to parents/carers on the school website)
- Subject videos available on the school website, in which subject leaders talk about the courses they offer and what they entail
- Subject leaders will happily receive enquiries by email

Please use this period to sit down with your child/children at home and watch the introductory, explanatory and subject videos together. Please also ensure that the options form is completed together, following the guidelines outlined in the 'Options Process Explained' video.

**Monday 5<sup>th</sup> April to Friday 16<sup>th</sup> April**

Easter Holidays

**Friday 23<sup>rd</sup> April**

Deadline for return of options form to form tutors

Continued overleaf.

Please note that options are not allocated on a 'first come, first served' basis, **but any forms returned late will be processed last.** It is also important to stress at this time, that not all students will get allocated all of their first-choice options, as there are inevitably limits to class sizes and some subjects prove more popular than others. We do endeavor however, to allocate as many first-choice options as possible.

If you have any questions throughout this process, in the first instance please contact your child's Form Tutor.

Yours sincerely

Mr Scott Crane

Vice Principal