

20th January 2010

Dear Parent/Guardian

KS4 - Option Choices

Your son / daughter is now approaching the end of Key Stage 3. For the first time in their education he or she has an opportunity to make some choices and show their preferences for areas they wish to study. This is a very stressful and important time for them and they will need advice and support throughout the process from both us as teachers and from you at home.

To enable them to make informed choices we have produced a comprehensive booklet. This will be issued to students following an assembly on Tuesday 2nd February 2010. Here they will hear about new courses which will be unfamiliar to them. They will then spend some time with their Form Tutor familiarising themselves with the process of extracting relevant information from the booklet and completing their option form.

They will bring the booklet and form home that evening and we would ask that you then take some time exploring these new choices with them over the following week. This will lead up to the Options Evening on Tuesday 9th February, where you and your son / daughter will have the opportunity to ask questions and clarify any queries you may have directly with teachers and subject areas that they may wish to study throughout the next two years

Following the Options Evening we hope that students will have a good idea of what they wish to study. They will then be given the opportunity to meet with their Form Tutor / Key Worker / Senior Member of staff between the 10th and 12th of February to confirm their choices or seek further advice if they are still unsure. You are welcome to attend this meeting if you wish to do so, but please note that we are unable to adjust interview times due to the timetable constraints of teaching staff. Students then have two further weeks to consider their choices.

Option forms must be returned to Form Tutors by Friday 26th February 2010

(Forms arriving late may adversely affect students chances of getting their first choice in chosen subjects).

We hope you find the process comprehensive but if you need any further advice please do not hesitate to contact me.

Yours sincerely



Mrs E Drummond
KS4 Options Manager