



November 2017

Dear Parent/Carer

**Re: GCSE Options Information Evening**

You are invited to our GCSE Options Information Evening on Thursday 14 December 2017. The evening will start at 5.30pm in the dining hall and will run until 7.30pm. There will be a short presentation to parents where you will be given some general information about the Options process and the choices your daughter will need to make. The first presentation will be at 5.30 pm and will be repeated again at 6.00 and 6.30 pm if necessary.

The main focus of the evening is to meet the teachers from each subject area to discuss what their subject has to offer your daughter in terms of career progression. Whilst your daughter has already been looking at careers and future pathways, this evening is the starting point for many of her option choices. The remainder of the options process is outlined below:

- **Friday 15 December 2017:** Your daughter will be issued with a survey sheet that includes a list of possible option choices. This information will enable us to place subjects in the most appropriate option block. It is important to us that as many students as possible receive their first choices and this feedback early in the process will hopefully result in option blocks that will suit the majority of students. Some of the subjects on offer will be new to the students and so we will offer taster lessons in these subjects so that students can try before they choose. The completed survey and taster lesson choices are due in by Friday 12 January 2018.
- Progress Checks will be given to students on **Wednesday 20 December 2017** followed by a Parent Consultation Evening on **Thursday 22 February 2018**. After having considered the subjects on offer from the Options Information Evening, this evening will give parents and students the opportunity to talk to staff about their daughter's progress and to discuss which subjects will provide the greatest opportunity for success at the end of Key Stage 4.
- Following the Parent Consultation evening, all Year 9 students will have an interview to talk through their potential choices.
- Your daughter will be given her official option form on **Thursday 8 February 2018** following an assembly. This form must be returned to her tutor, signed by parents, no later than **Friday 20 April 2018**. Your daughter's tutor will also be able to help with guidance and suggestions as to the most appropriate courses for her.
- A letter detailing the Option subjects given to your daughters will be issued on **Friday 18 May 2018**.

We would be grateful if you could sign the attached slip and return it to your daughter's tutor by **Tuesday 12 December 2017** at the latest.

Yours sincerely

Phil Cooling

Vice Principal



### The Options Process

Summary of Key Dates	Event
Thursday 14 December 2017	Options Information Evening
Friday 15 December 2017	Options survey issued to students
Wednesday 20 December 2017	Progress Checks given out
Thursday 8 February 2018	Blank Options Forms given out
Thursday 22 February 2018	Parents' Evening
Friday 20 April 2018	Completed forms returned to tutor
Friday 18 May 2018	Options Letters issued to students

Please complete and return the reply slip below to your daughter's group tutor by **Tuesday 12 December 2017**.

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Daughter's Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I will / will not\* be attending the GCSE Options Information Evening on Thursday 14 December 2017.

*\*Please delete as applicable*

Signed: \_\_\_\_\_ Parent / Guardian