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19th March 2021

Year 9 Options Process 2021

Dear Parent/Guardian,

Firstly, I hope this letter finds you and your family in good health.

I am writing to you with more information about the Year 9 Options Evening and the timings and arrangements that we have organised to facilitate the smooth running of the evening. Contained within this letter there is also information about the subsequent processes that will be followed once your child has indicated his/her preferences. This is essential in ensuring that your child has the most appropriate and suitable options choices, ready for study in Years 10 and 11.

Due to the current circumstances the options evening will take place online and remotely, using Microsoft Teams. As you are aware your child already has an account and is familiar with its use.

Options Evening – Thursday 29th April

Your child will be sent an invitation to the online meeting in the same way as he/she has been accessing all of the remote lessons. This will allow you to access the Options Evening with him/her.

Timings	Arrangements
6pm	Start time (You will need to ensure all microphones and cameras are off).
6.05-6.10pm	Message from the Headteacher, Mr O'Neill.
6.10-6.45pm	Opportunity to watch pre-recordings for all Option choice subjects. These
	recordings provide syllabus information, useful guidance and other important facts.
	There will also be an opportunity to read a FAQs document that has been created
	for each subject.
6.45-7.30pm	Opportunity for Q&A with Option choice subject leaders.

Making initial option choices preferences

After the Options Evening your child will be sent a link via Teams. By clicking on this link he/she will be able to access a survey and then indicate his/her preferences. He/she will be asked to select three preferred choices, one from each "option block". The link will be sent out at 8pm after the Options evening has finished. Your child will need to complete this by 4pm on Tuesday 4th May.

Interview with a member of the Senior Leadership Team

Once your child has indicated their preferences he/she will be invited for an interview with a member of the Senior Leadership Team. This interview will be to discuss your child's indicated preferences. This will take place on Friday 7th May.

Outcome of the Options Process

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During the week beginning 17th May you will be informed by letter of your child's final Option choices.

Yours faithfully,

Mr T Aykroyd

Deputy Headteacher