

AWA/ppo

23 January 2023

Dear Parent/ Carer

It is our pleasure to write to you to inform you about the forthcoming options process and let you know key dates. We understand that this is an exciting though possibly daunting time and want to assure you we are here to help you make decisions with your child for the courses they will study in Year 10 and Year 11. We will be launching the process to your child in assembly and then students will be in tutor bases for the following fortnight to discover key information about a range of courses. If for any reason your child misses a session, looms will be posted daily into your child's tutor group Google Classroom for them to watch.

We will also be holding an Information Evening between 5.30pm-6.30pm on the 9th February where we will explain how to complete the form to choose your child's options. We will be on hand to answer any questions you may have. Please sign up [HERE](#) to confirm your attendance. There is also a FAQ in the following link [FAQS FOR OPTIONS](#) for you to read through. Please do not hesitate to contact me with any questions.

**The key dates for the options process this year are:**

<b><u>Date</u></b>	<b><u>Activity</u></b>
23/1	Options booklet to be emailed home. Paper copies will be available from reception and careers. The information can also be found on the website.
30/1	Student launch - options assembly
31/1-9/2	Online assemblies daily during Period 1
9/2	Parent/Carer Information Evening 5.30-6.30pm
10/2	Decision form link will be emailed home. Paper copies will be available from reception and careers
10/2	Student Information Assembly
1/3	Y9 Parents' Evening - you can make appointments with teachers and if you have any confusion over completing the form you can book an appointment with an options manager
6/3	Deadline for form completion 9am

We are here to help and support you and your child throughout this process. There will be plenty of opportunities to get the information you need and to ask questions in order to help you as a family to make your decisions. Please do not hesitate to contact us.

Yours Sincerely

Anna Ward

Assistant Headteacher