



Our ref: cfa/dsi/wda

January 2016

Dear Parent/Carer

KS4 Options Process for September 2016

On **Wednesday, 3rd February 2016** we will be holding our Options Evening for you and your daughter to start the process of making her choice of courses for next year. The evening will be held at the **Upper School site and will start at 6.00pm.** The Upper School will be open to students and their parents/carers from 5.45pm. This will be your first opportunity to accompany your daughter to this site, and we look forward to welcoming you to the Upper School.

Your daughter already has her Options Booklet and will shortly be receiving the Options Form. We ask you to read through the course outlines prior to the evening so that you can plan the subjects which you and she would like to visit during the course of the evening.

Following the Options Evening your daughter will be invited to an advice and guidance interview, where the choices available will be discussed. Your attendance at that meeting would also be appreciated. In addition, tutor time and assemblies are all planned to ensure that your daughter has as much information as possible to support her in making informed decisions about her future.

During Options Evening you will have an opportunity to meet the staff that teach each course and discuss any questions that you may have. You will find it useful to bring the Options Booklet with you so that you can make notes as you tour the Upper School site. In addition members of the academy Senior Leadership Team and Mrs Brand (Head of Year 9) will be available to discuss aspects of the options process for this year.

The deadline for returning Options Forms to the Lower School office will be: **3.20pm on Wednesday 9th March 2016.** This will ensure that we can begin the process of constructing classes to meet the wishes of our students. Please note that it is not always possible to give first choices due to class size



PRINCIPAL: Lucy Monk



constraints and timetable construction. Subject allocations will be made following discussion with you, your daughter, heads of subject areas and with consideration of your daughter's academic progress and attitude to learning to date.

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Please note that parking at the Upper School is limited and therefore you will be unable to park within the school grounds. Please take care if you choose to park on The Ridge or adjoining roads and ensure that you leave access for local residents.

We look forward to welcoming you to the Upper School to begin the next episode in your daughter's learning journey.

Yours faithfully

Mr C Connor
Vice Principal (Upper School)

Mrs C Brand
Head of Year 9



PRINCIPAL: Lucy Monk