

Our Ref: BD/SW
19th October 2011

Preparing for Options at Key Stage 4

Dear Parents, Guardians and Carers

At the end of this academic year the current Year 9 cohort will advance to the Key Stage 4 curriculum. At this stage in their academic studies the students will cease to follow a common education structure, but will instead embark upon the educational pathway of their choice.

As a change to previous years, an **on-line options form** which can be found on the school website (www.spowstonhigh.org) must be completed to indicate your child's preference choices. Paper copies will also be available from the school office upon request.

Making the right choice for your child is perhaps one of the most important factors that will determine their future career prospects. Not only will students be given the opportunity to select the subjects they wish to follow, but also the nature of the courses they will follow. The demands and expectations of the different qualification types (GCSE, BTEC and non-vocational courses) differ greatly and it is important that our students are correctly matched to the courses that suit their learning needs.

At Spowston Community High School, we are proud of the support and guidance that we are able to offer as we strive together to ensure that every student is correctly guided and that you feel able to make sound judgements on the best course for your child.

Please find below a list of important dates and further details regarding the events on offer to both you and your child.

Dates for the Diary

Friday 11 th November-	Options process opens.
Friday 11 th November-	Preference books made available.
Monday 14 th November -	Parents & students Options Evening.
Monday 28 th November -	Year 9 Parents Consultation Evening.
Tuesday 1 st to Friday 11 th November -	Subject assemblies (9:00- 9:15)
Tuesday 29 th November -	Options Coffee Morning (9:15-11:15)
Friday 2 nd December -	Options process closed

Event Details

This section offers further details on the options process support events to ensure you feel confident in guiding your child through the process.

Year 9 Parents and students Options Preference Evening

Monday 14th November 2011

We would like to invite the parents, guardians and carers of students in Year 9 to a Options Advice Evening on Monday 14th November. You will be led through the options process; given advice on how to submit the options choices and you will have the opportunity to talk to in person to subject teachers ensuring that you have a more rounded overview of the courses on offer.

Due to the expected numbers, we are going to have to split the year group up. We would be grateful if you could attend as follows:

4.15 pm Parents and students of BA, BN, DA, DG, DI & DP.

5.15 pm Parents and students of HA, JR, RJ, SH, SL & TH.

The evening will begin with a formal presentation in the main hall, after which option subject teachers are available to talk to you in the William Shakespeare and Christopher Marlowe blocks during the evening. Key staff will also be available in the library to answer your questions and offer specific guidance

The choice of subjects for Key Stage 4 is very important for your son/daughter and we know how important **you** are in the decision process. We therefore hope you will be able to join us.

Please note, there is VERY LIMITED car parking available in the school car parks on the evening.

Subject Specific Assemblies

Subject leaders will be delivering a series of assemblies to ensure that students are familiar with the demands and expectations of various subjects. As Parents/Carers and Guardians you are also invited to attend any of these assemblies. Assemblies will run from 9:00- 9:15. If you would like to attend any of the assemblies please contact the school office on 01603 485266 to book places.

Tue 1 st November	Introduction to the Options process
Wed 2 nd November	ICT and MFL
Thur 3 rd November	GCSE Music and Art
Fri 4 th November	Technology
Mon 7 th November	The Arts
Tue 8 th November	GCSE Business and GCSE Dance
Wed 9 th November	Economics and Philosophy and Ethics
Thur 10 th November	Vocational Courses

Online Preference Booklets issued

Friday 11th November

Both the Preference Booklet and Options form can be found on the school website (www.spowstonhigh.org), from Friday 11th November 2011.

The Preference Booklet gives full detail of all courses on offer and explains how to complete the online options form. A paper copy of the book is available upon request through the school office, but a paper copy will not be sent unless specifically requested.

The deadline for Options form completion is **Friday 2nd December**

Year 9 Parents Consultation Evening

Monday 28th November

During the normal Parents Consultation Evening all parents/carers/guardians will be offered the opportunity to meet with the form tutor to discuss the implication of the options process. In addition Mr Bidle and SEN staff will be available to discuss specific concerns relating to the options process.

Options Coffee Morning

Tuesday 29th November

The coffee morning will offer parents/carers/guardians the opportunity to discuss any options related concerns in a relaxed and welcoming environment. Tea, coffee and refreshments will be available with key staff on hand to answer your questions and guide you through the process.

The session will run from 9:15 to 11:15 and you are welcome to drop in at any time. If you would like to attend please contact the school office on 01603 485266 to ensure we can cater for you.

Yours faithfully



Mr D Bidle
Head of Year 9



Miss L Wood
Deputy Headteacher
ECM