



Tuesday 9<sup>th</sup> November 2021

Dear Parent(s) / Carer(s) of Year 9,

I am writing to outline the arrangements we are making to help your child select their options for Key Stage 4. At Ellis Guilford School our pupils study a mixture of GCSE and vocational courses through Years 10 and 11 that will eventually lead to your child's final examinations in May and June 2024. For further information about the courses we will look to offer, some short videos and a summary about each subject will be published on the **curriculum section** of the website.

Your child's tutor will help them through the whole process, and will provide impartial advice and guidance:

<b>1. Options preparation</b>	During this half term several things have already happened in support of pupils choosing their options, and today I formally introduced the process through an assembly. Over Christmas and during January, pupils should start thinking about the subjects they enjoy, have a look on the school website at the additional subjects we offer in Year 10 and 11 and consider the subjects they would like to study moving forwards.	<b>Start thinking</b>
<b>2. Tutor Interviews</b>	In January, Year 9 tutors will meet each of their tutees to discuss the subjects offered at GCSE and as well as their interests and aspirations. Together they will create an initial 'shortlist' of 4 options they are interested in taking. It does not matter if your child is unsure of what they want to do in the future;	<b>Make a shortlist</b>



	<p>their tutor will simply help them to identify which subjects they enjoy and are interested in pursuing. Tutors will try to ensure pupils select a range of courses to broaden their options in the future. Pupils can change their mind at any time during the process.</p>	
<p><b>3. Assessments and Reports</b></p>	<p>In January all pupils in year 9 will sit Trust wide assessments in each subject. In February, you will be provided with updated grades from these assessments and attitude to learning scores for your child's Year 9 classes. You will receive this information in a school report together with a copy of their initial options shortlist, to help you make the most of parents' evening.</p>	<p><b>Check attitudes and progress in those subjects</b></p>
<p><b>4. Parents' Evening Wednesday 2<sup>nd</sup> March</b></p>	<p>We hope to see all our Year 9 parents and carers at parents' evening, where teachers will be able to provide you with an update on your child's progress, and information about Key Stage 4 courses in their subject.</p>	<p><b>Speak to the relevant teachers</b></p>
<p><b>5. Options Evening Wednesday 9<sup>th</sup> March</b></p>	<p>The options evening will start with a presentation about Key Stage 4 options, and then you will be free to talk to teachers in our 'Options Marketplace'. To finish, you will sit down with your child's tutor to confirm their final option choices.</p>	<p><b>Finalise choices</b></p>
<p><b>6. Confirmation letter</b></p>	<p>You will receive a letter confirming your child's Key Stage 4 options in the summer term, which will include additional information about each of their courses.</p>	<p><b>Receive confirmation</b></p>



We hope that this letter provides clarity about the options process.

Yours sincerely,

A handwritten signature in grey ink, appearing to be 'M. Fugill', written over a faint, light grey signature line.

Mr Fugill  
Vice Principal