



4 February 2021

Dear Parent/Guardian

Year 8 GCSE Options – Further Information for Parents and Students

Inevitably given the current circumstances, we are having to adapt the process for the KS4 GCSE Options somewhat this year. I am therefore writing to give you further details of the options process and how you and your child will be able to receive the information and support to help in decision making.

Key dates:-

Date	Detail
5 February	Two emails will be sent:- 1) Options handbook and subject presentations made available via email 2) Options pathways information and link to online options form made available via email
9 February	Spring tracking progress report available
11 February	Options evening
23 February	8M Progress meetings
25 February	8E Progress meetings
1 & 2 March	Options surgeries
5 March	Deadline to submit online options forms

Options Handbook, Subject Presentations, Options Pathways and Online Options Form

An email will be sent on Friday 5 February which will provide a link to the options booklet and a link to presentations for each of the subjects that can be selected as an option.

If there are any difficulties with accessing the options booklet, a small number of printed copies will be made available from school reception. However, we would ask that you only come onto the school site to collect these if it is absolutely necessary, as per current government guidelines.

Also, on Friday 5 February, we will be sending a second email with details of your child's recommended options pathway, and a link to an online options form that must be completed and submitted by midday Friday 5 March.

Spring Tracking Progress Report

The latest report on your child's progress will be made available on Tuesday 9 February. It has been necessary to move this from the original date of Monday 8 February due to the delay to the Year 8 assessment week. This has also meant that we have moved the Options Evening to Thursday 11 February to provide time to discuss the GCSE options information and the spring tracking progress report with your child before the evening takes place.

Options Evening

On Thursday 11 of February we will hold an online options evening at 6.00pm. Myself and Mr Gibson will share a presentation about the options process, explain the options and option pathways, and give advice on how to go about selecting subjects.

After this initial presentation, subject staff will be available on zoom to answer any questions you may have that have not been answered by the options handbook, subject presentations, or the presentation on the night. Further details on how to join this event will be provided in due course.

Progress Meetings

On Tuesday 23 February & Thursday 25 February we will hold our Progress meetings on line. If you have a specific question or issue with options I will be available for appointments. Further details on this will be provided in due course.

KS4 Options e-mail address

We have created a dedicated e-mail address for the options process. Should you have any questions or issues, please contact us on KS4Options@maidenerleghtrust.org. If the query is about a specific subject, we will forward it on to the relevant member of staff in that department and if it is of a more general nature, we will respond.

Options Surgeries

If you feel you need some more guidance and advice, Mr Bishop and myself will be available for individual consultations on Monday 1 March and Tuesday 2 March from 3.00pm to 6.00pm for appointments of 15 minutes. These can be booked by e-mailing KS4Options@maidenerleghtrust.org from Friday 26 February onwards, stating your child's full name, tutor group and which of Mr Thomas or Mr Bishop you wish to speak with. If at all possible, it would be helpful if you could provide a brief summary of the issue.

Options deadline and submission of option form

We ask that the options form is submitted online by midday Friday 5 March. This is so that we can begin the task of entering the options and factoring this into our planning for next year's timetable and staffing.

Should you have any problems during this process please do not hesitate to contact via mesoffice@maidenerleghtrust.org and we will do our best to support you in solving it.

Yours sincerely



Mr G Thomas
Assistant Headteacher