



31 January 2022

Dear Parent/Guardian

### Key Stage 4 Options

Given the current circumstances we are again doing the Key Stage 4 Options a little bit differently this year so I am writing to give further details of the options process and how you and your child will be able to receive the information and support to help you make your decisions. The key dates are in a table below and further detail is included further below.

Date	Detail
4 February 2022	Options booklet, Options Pathways, and Subject PowerPoints
7 February 2022	Progress Report
8 February 2022	Options Evening
15 February 2022	8M Progress Meeting
17 February 2022	8E Progress Meeting
1 & 2 March 2022	Options Surgeries
4 March 2022	Options deadline

### Options booklet, Options Pathways, and Subject PowerPoints

On Friday 4 February 2022 we will make voiced over PowerPoints available to you. In these subject staff will present and speak about the subjects. We will make this available on the school website and will send you a link to these on the Friday 4 February 2022.

On this date we will also distribute the options booklet available to the students. In addition, on this date we will share details of your child's recommended options pathway and of the subject choices available to your child.

### Progress Report

The latest report on your child's progress will be made available on Monday 7 February 2022.

### Options Evening

On Tuesday 8 February 2022 we will hold an online options evening. This will start at 6.00 p.m. with a presentation from Mr Gibson and myself in which we will describe the process, explain the options, and option pathways, and give advice on how to go about selecting subjects.

After this subject staff will be available on zoom to answer any questions, you may have that have not been answered by the booklet, PowerPoints, or presentation. We will e-mail the codes and timings for these prior to the meeting.

### Progress Meetings

On Tuesday 15 & Thursday 17 February 2022 we will hold our Progress meetings online. If you have a specific question or issue with options, I will be available for appointments.

### KS4 Options e-mail

We have created a special e-mail address for the options process. Should you have any questions or issues during the options process please contact us on [KS4Options@maidenerleghtrust.org](mailto:KS4Options@maidenerleghtrust.org). If the query is about a specific subject, we will forward it on to the relevant member of staff and if it is of a more general nature I will respond.

### **Options Surgeries**

If you feel you need some more guidance following this Mr Crockford and myself will be available for individual consultations on Tuesday 1 & Wednesday 2 March 2022 between 3.00 to 6.00 p.m. every 15 minutes. These can be booked by e-mailing the KS4 options e-mail from Thursday 17 February 2022 onwards stating your child's name, and which of Mr Thomas or Mr Crockford you wish to meet with. It would be helpful if you could give a brief summary of the issue.

### **Options Deadline and submission of option form**

We ask that the options form is submitted by Friday 4 March 2022. 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 us and we will do our best to support you in solving it.

Yours sincerely



Mr G Thomas  
Assistant Head