



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

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23 September 2022

Dear Parent/Guardian

Year 9 - Option changes for Students and Year 9 Information Evening - 11 October 2022, 6:30pm

It has been a busy opening to the new term, but we are pleased to say that Year 9 have made a good start to their GCSE subjects. However, we know that it is not uncommon to find that some students have had second thoughts and may wish to change one of their option subjects. If this is the case, we are usually able to accommodate changes and would ask that option change request form is completed and returned to Mr Crockford as Head of Year as soon as possible.

Please carefully discuss any changes to options with your son/daughter before returning the form and consider how they will catch up with any work missed prior to making the change. Once we receive the form, we will issue a new timetable to the student upon confirmation that the change is possible. Please note that students will need to continue in their old option whilst we process the request, which may take a few days.

We will endeavour to make any requested option changes up until the end of this half term on Friday 21 October. Beyond this point, given the need to catch up on content and the study skills required in subjects, changes to subjects will only be allowed in exceptional circumstances via contact with either Mr Bell or Mr Crockford.

Additionally, we would like to let you know about the Year 9 Information Evening scheduled for Tuesday 11 October 2022 at 6:30pm in the main hall.

This is an opportunity for you to meet the pastoral team for Year 9; Mr Crockford (Head of Year) and Mr Bell (Assistant Headteacher). We will reiterate the expectations of Key Stage 4, ensure you have the latest information to enable clear channels of communication with the school and cover key safeguarding issues for this age group that we can work together on.

Additionally, we will discuss how you can support your son/daughter with their studies, with a specific focus on the core subjects.

Please complete the following on-line form to confirm your attendance at this event:
<https://forms.office.com/Pages/ResponsePage.aspx?id=WwlpOb3F7ECiSBghIHVh9N02Psvm3NNckK1RL4yiZbpUOUVQszE2SENKUji2UloyUFJKUE43VUtVVy4u>

Yours sincerely

Mr T Crockford
Head of Year 9

Mr D M Bell
Assistant Headteacher