



18 January 2024

Dear Parent/Guardian

### Key Stage 4 Options

I am writing to further inform you of the important events taking place in the next few weeks which aim to offer guidance and support for both you and your child regarding their options choices. The calendared dates are shown below:

Date	Detail
2 February 2024	Options booklet, Options Pathways, and Subject PowerPoints
5 February 2024	Progress Report
6 February 2024	Options Evening
20 February 2024	8M Progress Meeting (online)
22 February 2024	8E Progress Meeting (online)
26 & 27 February 2024	Options Surgeries
1 March 2024	Options deadline for submission

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

On Friday 2 February 2024 we will make voiced over PowerPoints available to you. In these, subject staff present and speak about the subjects. We will make this available on the school website and will send you a link to these on Friday 2 February 2024. On this date we will also distribute the options booklet available to the students. In addition, we will share details of the subject choices available to your child.

### Progress Report

The latest report on your child's progress will be made available on Monday 5 February 2024.

### Options Evening

On Tuesday 6 February 2024 we will hold an in-person options evening at the school. Please note that, due to the large numbers that are expected to be attending, the evening has been divided into two.

Parents and students in the 8M half of the year group are invited to attend their meeting, which will be held in the Main Hall at 6.00pm. The meeting will start with an outline of the options' procedure by Mr Gibson, Headteacher, and Mr Thomas, Assistant Headteacher. When this presentation is over, at approximately 6.20pm, parents and students in the 8M half of the year group will be invited to move across to the English and Religious Studies block, where representatives of the departments for Key Stage 4 subjects will be available to answer questions about the subjects that their departments offer to students entering Key Stage 4.

Parents and students in the 8E half of the year group are invited to attend their meeting, which will also be held in the Main Hall, but will start at 6.40pm. Once again, the meeting will start with an outline of the options' procedure by Mr Thomas, Assistant Headteacher. When this presentation is completed, at approximately 7.00pm parents and students in 8E will have their opportunity to move across to the English and Religious Studies block where representatives of the departments for Key Stage 4 subjects will be available, once again, to answer questions about the subjects in the Key Stage 4 options scheme.

I should stress that this is not an evening to discuss the progress of individual students as the staff to whom you may be speaking will probably not know your child personally.

### **Progress Meetings**

On Tuesday 20 and Thursday 22 February 2024 we will hold our Progress meetings online.

### **Options Surgeries**

If you feel you need some more guidance following this, Mr Bryant and I will be available for individual consultations on Monday 26 & Tuesday 27 February 2024 between 3.00pm to 5.30pm. every 15 minutes. These can be booked by contacting the school reception from Monday 26 February 2024 onwards stating your child's name, and which of Mr Thomas or Mr Bryant you wish to meet with. It would also be helpful if you could give a brief summary of the issue.

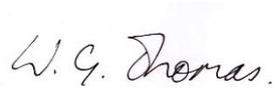
### **Options Deadline and submission of option form**

We ask that the options form is submitted **by Friday 1 March 2024**. 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.

### **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. 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 Headteacher