



## HEADTEACHER

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Tuesday 6<sup>th</sup> December 2011

Dear Parents/Carers,

### **Year 9 Options Information Evening**

I am writing to invite you to the Year 9 Options Evening on Monday 9<sup>th</sup> January 2012 and to explain the process which we are now beginning.

This is an important time for students in Year 9 as they make the first significant choices in their academic studies. We aim to give clear guidance and support during this procedure which starts now as your daughter/son considers their option choices.

The evening presentations on 9<sup>th</sup> January will begin at 7.30pm in the Small Hall and Mr Garbett, Mr Boden and I will address parents at this session, to explain the procedures for completion of the option forms and how to gain access to the information. Students receive this guidance in school and do not need to attend the evening.

I would also like to take this opportunity to inform you of key dates in the progression of Year 9 to Year 10:

**Thursday 8<sup>th</sup> December:** Year 9 options assembly – describing the process & showing how to access information.

**Monday 9<sup>th</sup> January:** Options Parents Evening – Year 9.

**Tuesday 10<sup>th</sup> January:** Year 9 Options assembly 2, including details of times for internet access & the options process.

**Monday 9<sup>th</sup> – Friday 20<sup>th</sup> January:** Year 9 have sole use of ICT room C20 at lunchtimes to explore information.

**Tuesday 17<sup>th</sup> January & Thursday 19<sup>th</sup> January:** options form completed by students in form time

**Friday 20<sup>th</sup> January:** Deadline for students to make their provisional option choices & complete the options form.

**Tuesday 24<sup>th</sup> January:** Copy of the options form sent home to be signed.

**Friday 27<sup>th</sup> January:** Signed completed copy of the options form returned to school.

Form 9 Latimer will be in Cwm from Sunday 8<sup>th</sup> January until Friday 13<sup>th</sup> January and will be given the second assembly talk during a lesson or form time on their return from Cwm.

To help us organise the resources for the parent information evening, I would be grateful if you would complete the reply slip below and return it to the Small Hall collection point by Tuesday 13<sup>th</sup> December 2011.

If you do attend I would be grateful if you would park inside the school grounds (where ample space is available) in order not to inconvenience our neighbours.

Yours sincerely,

Linda Beskeen  
Deputy Head – Curriculum

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**To be returned to the Small Hall collection point by 8.40am on Tuesday 13<sup>th</sup> December 2012**

### **Year 9 Options Evening**

Student's name \_\_\_\_\_ Form \_\_\_\_\_

Parent signature \_\_\_\_\_

We **can / cannot** attend the 'Year 9 options information evening' on Monday 9<sup>th</sup> January and would like **no / one / two** seat(s). **(Please delete as appropriate)**