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November 2021

Dear Parent/Carer

Key Stage 4 Options: Year 9 into Years 10 and 11

It is now time for your child to begin to specialise in their subject areas, having to date studied the full range of National Curriculum subjects.

We expect all of our students to leave school with the best possible qualifications and be future ready and prepared for their next steps. We want all of our students to have the qualifications and opportunity to go to university if they so wish and we want to work with you to help them fulfil that potential if that is their desire. Equally, we want to provide a broad and balanced curriculum with cultural links to the wider world which enables students to enrich their experiences at school and make more informed choices about post-16 and beyond.

This is an important time for your child as they start the process of decision making involved in choosing their KS4 courses. During this time subject teachers and form tutors will be working with students to assess their progress in various subjects and to help them identify their skills, interests and personal qualities.

We have planned a full programme of advice and guidance for students and their parents.

- By **Friday 3rd December 2021** your child will have received the KS4 Pathway Booklet from their form tutor outlining the process and the choices available to them.
- Between **6th December and 4th February 2022** your child will be getting help, support and guidance through Open Minds lessons and during tutor time and assemblies. Mrs Towers our Higher Education Progression Officer is also available to provide guidance to your child alongside a nominated contact from The Senior Leadership Team who can offer support to anyone who is unsure surrounding their next steps. Faculty areas will give students more information if they need it in lessons during this time.
- On **Thursday 13th January 2022** from **4pm** there will be a Virtual Parents and Pathways Evening. Here you will be able to have conversations with subject teachers, access an overview presentation about the Options process and attend virtual workshops to ensure you and your child are making informed choices. The workshops and overview presentation can be accessed at any time during the evening. Appointments with your child's subject teachers can be made via the school cloud app. If you have not downloaded it yet then the link is on our website and below.
<https://oakbank.schoolcloud.co.uk>
- On **Thursday 20th January 2022** from **5pm – 6pm** there will be a face-to-face evening at school where we will have two outsider speakers coming in to provide further guidance on careers, choices at GCSE and your child's next steps. The Senior Leadership Team and Mrs Towers will be available on that evening to provide guidance to you and your child. There will be a separate letter which will come out to you in January regarding this and the Virtual Parents and Pathways Evening.



Headteacher: Tina Smith
CEO, Beckfoot Trust: David Horn
Chair of Academy Trustees: John Winkley

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- Your child's tutor will be making calls home from **3rd January 2022** to check in with your family and provide further guidance, if needed, making sure that the choices being made are the right ones for your child.
- Form **17th January 2022** The Senior Leadership Team will be carrying further appointments with your child if they are still unsure at this stage to confirm the final choices your child makes in time for the deadline on **Wednesday 9th February 2022**.
- By **Wednesday 9th February 2022**, the Options form must be returned to school by accessing the link below (Microsoft form). This link will also be sent out to you via MyEd and text message with this letter. Forms returned after this date may well result in disappointment over choices.

<https://forms.office.com/Pages/ResponsePage.aspx?id=KfZcuFRn20m4q2UtRk2ofVZZAHG1SaZHguhw8TPS1-xUNlhGNDBTMTBSVRRRUw3WkEwT1IYRTIMSi4u>

After the deadline of **9th February 2022**, we have a great deal of work to do to process all the sets of KS4 choices and we do our best to ensure every student is happy with the result. Confirmation of the courses allocated to each student will be sent to all parents in June.

This is a complex process but it gives you and your child plenty of opportunity to seek advice and discuss the issues involved. We know that you will want to help your son/daughter get the most from their education and to be positive about their future. If you have any questions surrounding this process, then please don't hesitate to contact myself or the Year 9 Year Team Leader Charlotte Rhodes or Assistant Year Team Leader Matt Hardy who will be able to help you.

I look forward to working further with you over the academic year.

Yours faithfully

Chris Coombes
Assistant Headteacher
(Quality of Education)