

15th January 2026

Dear Parent/Carer,

RE: Year 9 Option Choices

I am writing to you to explain the approach we are taking with regard to Key Stage 4 option choices.

The majority of the process will take place online, predominantly using Microsoft Teams. This is the platform that all students have access to from any internet enabled device, using their normal school username (email address) and password.

Please find below a timeline of events with key dates and further information:

Date & Time	Event	Further Information
Monday 26th January	<ul style="list-style-type: none"> Introductory presentation & options booklet available to view/download Online options form available to complete 	<p>These will be available for you and your child/ward in their Microsoft Teams account. Go to the team titled 'Intake-2023', choose the channel 'Year 9 Options Information' on the left-hand side and then click on 'Files' at the top of that window.</p> <p>Here you will find lots of presentations from different subject areas, a copy of the options booklet and a link to the online options form.</p>
Thursday 5th February 5:00pm – 6:30pm	<ul style="list-style-type: none"> Options Evening 	An introduction to the options process starting at 5pm in the school hall. Once this is finished, there will be an opportunity to talk to Heads of Departments about their subject areas.
Thursday 12th February 4:00pm – 7:30pm	<ul style="list-style-type: none"> Year 9 Parent/Carer Consultation Evening 	This will take place online using the SchoolCloud system. Further details on this event will be sent separately.
Thursday 12th February 7:35pm – 7:50pm	<ul style="list-style-type: none"> Option choices question and answer drop-in event 	This is a short, optional , online event using Microsoft Teams and is only for those parents/carers/students who wish to clarify anything. An invitation to this can be found in your child/ward's Microsoft Teams calendar.
Wednesday 25th February	<ul style="list-style-type: none"> Deadline for online options form completion. 	This is the first Wednesday back after the February half-term break.

All of this information will be reiterated to students in school during assemblies and form time discussions.

Yours sincerely,



Mr A Eastwood
Deputy Headteacher



Headteacher: Mr A. Keegan, BSc (Hons)

CEO of Achieve and Learn Trust: Ms K. Earle, M.A. F.R.S.A

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