

February 1st 2010

Dear Parent/Guardian,

As I am sure your son/daughter has told you, very soon they will be choosing the three subject options they wish to take for Years 10 and 11. The next few weeks are therefore a very important time for them and you, to discuss the various options that are available and the merits of each choice.

As the Learning Manager for Year 9, myself and Mrs Gunduz alongside Mrs Coathup, will now be assisting all pupils to look carefully at their grades, attitudes towards subjects and their aspirations. I have below outlined some important dates to keep you as parents/guardians informed of some of the preparatory tasks we will be asking your son/daughter to complete. Your son/daughter's attendance is of utmost importance over the next few weeks to ensure that they receive the assistance and advice they deserve.

Beginning today, pupils will be asked to complete a provisional Options Form. This is a provisional arrangement and will give us some ideas of their interests in subject areas and the opportunity to discuss with individual pupils their grades, their commitment to the subject and provide any guidance on issues that arise and the chance to look at alternative choices.

On Friday 5th February, Mrs Coathup will talk to Year 9 during their assembly about choosing their options. Mrs Coathup will provide the pupils with 'log-on' details for the Careers Wales website, where they can find helpful advice during this important time. They will also have a session that will take place over the next few weeks in one of our ICT rooms to introduce the site and how to use it. Year 9 pupils will also have a mentoring session during period 6 on Friday, giving your child the chance to discuss any questions they may have with their mentor.

By mid-February, the options booklet will be sent home for you to discuss it with your son/daughter and make their final decisions. Full information and dates for returning your son/daughters choice of options will be in the booklet. For any further assistance or questions you may have please contact Mrs Gunduz or myself. You will also have the chance to discuss any individual issues with you son/daughter's subject teacher at parents' evening in March.

Mrs Coathup and Mrs Gunduz are at this time working very closely together to ensure that your son/daughter will receive the best advice, with very little disruption to their school day.

I would like to take this opportunity to thank you in advance for your support at this important time.

Yours faithfully



Mr R Hooper

Learning Manager Year 9