



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Participation Achievement Support Success

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Ref: CWA/JG

3rd January 2012

Dear Parent(s)/Guardian(s),

GCSE Option Choices; Key dates for Year 9 Parents and Students

This is a very important term for Year 9 students. Until now students have had very little choice about which subjects they study as they are required to follow the National Curriculum. As they move to Upper School at the end of next term this will change and students will study only the core subjects and the subjects they have chosen. Therefore we will be asking the students this term to decide with their parents about the subjects they wish to study in KS4.

We call this the Options Process and this letter sets out the key dates for this process. The two main events for parents are the **Options Briefing Evening on Thursday 19th January** and the **Consultation Evening on Wednesday 8th February** with the options forms to be returned Monday 20th February.

YEAR 9 OPTIONS BRIEFING EVENING

We have pleasure in inviting you to a Year 9 Briefing Evening on **Thursday 19th January 2012** at Windmill Lane. In recent years the Briefing Evening has been very popular and the hall has been very busy. Therefore, we run two sessions. For parents of students in **9CDU, 9ABA, 9SCL, 9JSH and 9MJA** it will be at **6.30pm**. If your son/daughter is in **9JSP, 9KFA, 9KDE, 9RLA and 9SPU** it will be at **7.45pm**. If the suggested time is not convenient then please feel free to come to the other session. We hope this arrangement gives you more opportunity to ask any questions you may have. The Key Stage 4 Curriculum and the Options Process will also be explained. Students are not expected to attend since they will be fully briefed during the morning of 19th January. You will receive a copy of the **Key Stage 4 Curriculum and Options booklet** via your child in advance of the evening.

YEAR 9 CONSULTATION EVENING

We would also like to invite you to the Year 9 Consultation Evening on **Wednesday 8th February**. The evening will **start at 3.00pm and finish at 7.30pm**. We would like your daughter/son to attend the Consultation Evening with you, so that the teachers can discuss their progress with them and you. You will also be able to talk to teachers about all the subjects in the Key Stage 4 Curriculum including any your son/daughter might be choosing. Students should wear school uniform. Teachers of subjects that your child may not yet have studied will also be available and if your child is considering opting for one of these subjects we would strongly recommend that you talk to these teachers during the evening. The leaflet that you receive when you arrive in school on that evening will show where these staff will be located. **School will finish early at 1.30pm on that day to accommodate more appointment times.**

Please make a note of the following arrangements:

- Appointments:** These should be arranged between staff and your son/daughter, using the appointment sheet, which they will have received from their Form Tutor.
- Parking:** We would be grateful for your co-operation in making sure that traffic moves smoothly along Windmill Lane. As there are going to be a large number of vehicles could you please approach the school from the London Road end. There is very limited parking space on site and therefore Windmill Lane and Highfield Road should be used.
- Entry:** Please enter the school through the Main Door at the front of the school and check in at the desk.



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KS4 OPTIONS PROCESS - KEY DATES FOR YEAR 9 STUDENTS AND PARENTS



Thursday 19th January

Key Stage 4 booklet and options information sent home.

Thursday 19th January

Period 1 or 2: Presentation by Mr Brown and Mr Jones to Year 9 students: 'How the Options Process works'.

Year 9 Option forms sent home.

Year 9 **Options Briefing Evening** (Windmill Lane) at 6:30 or 7:45pm.

Tuesday 28th February

East Grinstead Careers Convention at Sackville School from 6:00 to 8:30pm.

30th January – 3rd February

Mentoring Interviews with all Year 9 students focusing on options and careers.

Wednesday 8th February

Year 9 **Consultation Evening from 3.00 - 7.30pm**. Students are expected to attend with their Parents/Guardians.

There will also be information about Key Stage 4 courses and teachers available to answer your questions.

Monday 20th February

Options forms returned to Ms Solomon.

We look forward to seeing you on the dates mentioned above but, if you have any queries in the meantime, please do not hesitate to contact the school.

Yours faithfully,

Mr. M. Brown
Deputy Headteacher

Mr. C. Walsh
Head of Key Stage 3

Ms. J. Solomon
Head of Year 9