



Dear Parents and Carers,

**Re: Year 9 GCSE Options**

I am delighted to write to you and introduce our Year 9 Option Process for your child.

It is very important that students select the best options for themselves since it is their future they are working towards and the right choices need to be made!

I know that not every student will be ready to make these choices right now, so we have created an exciting process that will inform and enthuse them as we take them on this journey. Staff remain on hand throughout, including our careers officer, to provide impartial advice and guidance every step of the way.

Detailed below is a timeline of every stage of the process, beginning with this letter:

Date	Activity
5 <sup>th</sup> January 2022	<b>Introduction Letter</b> This will outline the process for both you and your child.
26 <sup>th</sup> January 2022	<b>Options Introduction</b> An opportunity for students to find out about the subjects we are able to offer next academic year.
1 <sup>st</sup> February 2022	<b>Initial Survey Complete</b> Students tell us what they would provisionally like to study. We use this information to create options blocks.
9 <sup>th</sup> February 2022	<b>Options Evening</b> This will be an information evening for parents and carers which will explain the ongoing options process and give you the opportunity to ask any questions.
w/c 14 <sup>th</sup> February	<b>Drop-ins with Mrs Richley</b> This will allow students to ask questions about options.
18 <sup>th</sup> February 2022	<b>Options Forms Submitted</b> This is the deadline for the final forms to be submitted to Mrs Richley.
From 28 <sup>th</sup> February	<b>Individual Student Interviews</b> Students are interviewed 1 to 1 and options choices are discussed with a senior leader.
17 <sup>th</sup> March 2022	<b>Confirmation of Choices</b> Final confirmation letters are sent to parents / carers.

If you have any initial questions, do please contact me at [hayley.richley@oak-academy.co.uk](mailto:hayley.richley@oak-academy.co.uk)

Yours sincerely

Hayley Richley  
Vice Principal – Standards and Curriculum

**Oak Academy**

Sian Thomas, BEd (Hons), CEO - AAT  
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