

09 February 2023

Dear Parent/Guardian

### **Key Stage 4 Options Course Process**

Our Year 9 students are now ready to make their subject choices for Key Stage 4. We will be running a number of information events to help support you and your son/daughter through this process. Outlined below are the dates and times of key events which support this process.

#### **Tuesday 21<sup>st</sup> February – Year 9 Assembly**

This will be an introduction assembly about the options process and the subjects that are on offer for students at Key Stage 4. During this assembly I will explain about the different option pathways that students can take and the subjects that are on offer. We will also explore reasons (good and bad) for opting for subjects. I will also talk to the students about the increased flexibility course that students can opt for, which allows the students to study at college for one day a week.

#### **Tuesday 21<sup>st</sup> February – 6:30pm Year 9 Information Evening**

This evening will provide an opportunity for you to discover more about your son/daughter's curriculum in Year 10 and the option choice process. During this event we will explain in detail about the Key Stage 4 curriculum, the option pathways, subjects on offer as options and information on how best to assist your son/daughter in making informed choices. We will be joined by Mrs Spencer who will outline the increased flexibility course route that is run through Godalming College.

#### **Friday 24<sup>th</sup> February – Year 9 reports and option forms distributed to students**

Your son/daughters Spring report will go live on insight. Students will also receive a paper copy of their Spring report as well as their pathway option form. If your son/daughter would like to apply for the college course they collect a Waverly Federation Special Options form from Mr Singleton. The deadline for completing the options form will be **Friday 10<sup>th</sup> March**.

#### **Tuesday 28<sup>th</sup> February – 4:30pm – 7:30pm Year 9 Subject Evening**

This is an excellent opportunity to discuss potential option choice courses with your son/daughters' subject teachers. Below outlines the format of the upcoming Subject Evening, to be held **face-to-face**, on **Tuesday 28<sup>th</sup> January**. An online platform called SchoolCloud will be used to book appointments for this event with appointments taking place in person in the Main Hall.

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Email: [info@glebelands.surrey.sch.uk](mailto:info@glebelands.surrey.sch.uk) Web: [www.glebelands.surrey.sch.uk](http://www.glebelands.surrey.sch.uk)



To log into SchoolCloud, please use the following link <https://glebelands.schoolcloud.co.uk/> or you can visit the school website and then click on the parents tab followed by the SchoolCloud link. A step-by-step guide is attached with this letter to help you with the process of logging on and making appointments to see your son/daughters' teachers. All appointments are scheduled to last five minutes. Please be aware to keep to the allocated time to ensure a smooth running of the evening.

It will be an important part of the options process that you book appointments with the core subjects (English, Maths and Science) as well as the subjects that your son/daughter are interested in opting for as part of their GCSEs, so you are able to question staff about the course.

Appointments will be made on a first-come-first-serve basis via the SchoolCloud system. The booking system will go live from **8.00pm on Tuesday 21<sup>st</sup> February**, when you will be able to log in and book appointments. The booking system will close on **Tuesday 28<sup>th</sup> February at 4.00pm**.

If you are unable to make any appointments for subject evening please could you let the school know using the following email address; [info@glebelands.surrey.sch.uk](mailto:info@glebelands.surrey.sch.uk). Please put 'Subject Evening Non Attendance' in the subject line of the email.

Students will be provided with a hardcopy of the Options Booklet during the initial assembly on **Tuesday 21<sup>st</sup> February** for parents and students to look through. We will also create a clearly signposted area on the school website for you to locate all relevant information about the option process.

Finally, we would like to reassure you that we are here to support your son/daughter during this important process in their educational lives. If you have any concerns please do not hesitate to contact us.

Kind regards



**Mr S Jones**  
Assistant Headteacher



**Mr S Singleton**  
Head of Achievement Year 9

**Email:** [info@glebelands.surrey.sch.uk](mailto:info@glebelands.surrey.sch.uk) **Web:** [www.glebelands.surrey.sch.uk](http://www.glebelands.surrey.sch.uk)

