

January 2023



Sawston  
Village College

Principal: Mr J P Russell

Dear Parent/Carer

### Key stage 4 options process, 2023

This letter outlines the key dates in the options process by which Year 9 pupils will be asked to identify their preferred examination courses for Years 10 and 11.

- ❑ **25 January: Launch to pupils - Year 9 Careers Conference**  
During lessons, pupils will be introduced to the key elements of the options process. They will receive a copy of the options booklet to bring home and they will begin to find out about the range of optional courses on offer.
- ❑ **26 January: Launch to parents – Year 9 Options Evening (6.30 pm – 8.00 pm)**  
Parents are invited to this in-person event, starting at 6.30 pm in the Henry Morris Hall. Following an introductory presentation outlining the main aspects of the process, Subject Leaders will be on hand to answer specific questions on the range of optional courses on offer.
- ❑ **3 February: Year 9 spring reports issued**  
Spring term progress reports will support decision making by giving parents and pupils an update on progress and engagement in each subject area.
- ❑ **23 February: Year 9 Parents' Consultation Evening (Online)**  
This will be an opportunity for parents and pupils to meet with subject teachers, to discuss current levels of performance and to understand the suitability of different courses. You will receive a separate letter regarding appointments for this event.
- ❑ **24 February - 9 March: An Options Interview**  
Parents and pupils will be invited to an interview with a senior member of staff. This is not a selection process but a chance to discuss choices and to receive further, individual guidance. Interviews will last 15 minutes and pupils will receive an appointment time next month.

The final deadline for submitting the option choices is **10 March**. A link to the required form will be shared when parents and pupils are invited to their options interview. If we are unable to offer first choices and need to use reserves then you will be contacted. Confirmation of the final offer will be sent home in early May. If, at any time, you would like further information or advice, please do not hesitate to contact your son or daughter's Mentor or Year Lead, Mr Davis.

Yours sincerely

*P Wallace*

Mr P Wallace  
Deputy Principal

