



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Participation Achievement Support Success
Headteacher: Mr Jon Ford



5th January 2010

Dear Parents / Guardians,

Re: 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 on 19th January** and the **Consultation evening on 11th February** with the options forms to be returned the first day back after the half term break, Monday 22nd February.

YEAR 9 OPTIONS BRIEFING EVENING

We have pleasure in inviting you to a Year 9 Briefing Evening on **Tuesday 19th January 2010** 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 **9MDA, 9KWA, 9JST, 9BWE or 9JHE it will be at 6.30pm**. If your son/daughter is in **9SPU, 9GMC, 9LTH, 9AHA or 9PHA 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 the 19th January. Please note that a copy of the **Key Stage 4 Curriculum and Options booklet** will be distributed to students on **Tuesday 19th January** so that you have an opportunity to read it in advance.

YEAR 9 CONSULTATION EVENING

We would also like to invite you to the Year 9 Consultation Evening on **Thursday 11th February 2010**. 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. **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.



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

11th January – 29th January

Assemblies for Year 9 students regarding optional subjects and subject information given to students in class.

Tuesday 19th January

Key Stage 4 booklet and options information sent home.

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

25th – 29th January

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

Tuesday 2nd February

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

Thursday 11th February

Year 9 **Consultation Evening from 3.00pm - 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 22nd February

Option forms returned to Mrs 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