



February 2024

Dear Parent/Carer

YEAR 9 OPTIONS PROCESS 2024

I would like to invite you to attend a virtual Options Information Meeting, where I will explain the options process.

Tutor Group	Date	Time	Meeting Link
9A1, 9A2 & 9A3	Tuesday 5th March	6:00 - 6:45pm	meet.google.com/fsf-jvff-rgj
9I1 & 9I2	Tuesday 5th March	7:00 - 7:45pm	meet.google.com/vtd-zvdj-aga
9T1 & 9T2	Wednesday 6th March	6:00 - 6:45pm	meet.google.com/nxb-bhww-qgu
9V1 & 9V2	Wednesday 6th March	7:00 - 7:45pm	meet.google.com/hra-vqxt-rpw

These meetings will be held via Google Meet. A copy of the presentation will also be available on our website.

The Key Stage 4 Options 2024 booklet will be distributed to all students in an assembly on **5th March** when I will also explain the process to them. It will be useful for you to have this available during the meeting as the presentation will make numerous references to it.

This year we are operating an online choice system. Full details of how this will work will be explained during the meeting and in the booklet. Alongside this we will continue to run the 'Online Options Booklet' where you will find details of all of our courses and subject leaders explaining their subject at KS4.

The deadline for completing the applications is **Thursday 28th March**. No options choices will be processed before this date. The form to submit option choices will be available from **Thursday 7th March at 9:00am**.

We fully appreciate that making the right decision is important and that you may have questions about either the process or which subjects to choose. In order to support you we have a dedicated email address OE2024-Curriculum@westfieldacademy.co.uk. This email is monitored by myself and a member of the school administration team. We would hope to respond to all queries within 24hrs.

In addition, there is an opportunity to discuss Options Choices with your child's teachers at the upcoming Year 9 Parents' evenings on Tuesday 12th March and Tuesday 19th March

Yours faithfully

Mr M Reid
Deputy Headteacher



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