



OLD BUCKENHAM
HIGH SCHOOL

Be the best we can be

8th December 2021

Dear Parents and Carers

We are writing to you to inform you about the upcoming Options process for your Year 9 child. We feel it is important to work with parents and carers to ensure that you feel confident in the decisions made around the Key Stage 4 programmes of study by your child and understand the process which will take place over the next few months.

Given the disruption that there has been over the past couple of years it is very important that students and parents are fully aware of the courses on offer as your child moves into Year 10. Overleaf is a calendar of the events in the options process, further information will be published nearer the time.

Due to the uncertainty moving forwards and the success of running the process virtually last year, we will conduct the process, for the most part, virtually once more via Microsoft Teams. This ensures that all parents and carers are able to access and engage with the information and material at times which are most convenient to them.

If you have any questions about the process, please contact me via email at scowan@obhs.co.uk.

Yours sincerely,

Mr S. Cowan
Progress Leader Years 8 and 9



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Date	Activity	Details
Tuesday January 11 th	Year 9 Progress Evening (On-line)	This evening allows you to discuss with subject teachers your child's progress, attitude and quality of work. You will also have the opportunity to discuss suitability for the courses that are being offered in Year 10.
Monday January 24 th	Subject Information Page Launch (OBHS website)	As parents and carers, you will have access to a full suite of subject information pages and presentations with teacher video/audio. All of the information will be available on the website so you can revisit throughout the process: a link will be sent to all parents and carers.
Monday January 24 th to Friday January 28 th	Subject Assemblies (Presentations during ILT)	Students will watch the subject presentations and be given a booklet of all of the subject information pages during ILT sessions this week. They will be asked to consider their post-16 aspirations and which courses might best suit their goals.
Friday January 28 th	Straw Poll Survey	A survey will be sent out to you via Microsoft Forms. It will list the KS4 courses that we are able to offer. This poll is an essential part of the process, as we streamline the offer each year based on student demand. It is essential that every student returns their straw poll as the popularity of a course will determine which ones run the following September.
Monday 2 nd February	Deadline for return of Straw Poll survey via Microsoft Forms	If you are unable to complete the on-line form, please contact the school at your earliest convenience to request a paper copy of the form to be sent to you or given to your child.
Monday 21 st February	The Options Preference Process (Year 9 Assembly)	This is the launch of the formal options preference process. Students will be given their preferences form which contains the list of KS4 courses we will be running in September 2022 (based on the straw poll). Parents will receive a letter regarding the process and timeframe.
Tuesday 22 nd February	Year 9 Information and Guidance (IAG) Evening (On-Line)	This evening is an opportunity to book an appointment with a member of the Leadership, Pastoral or SEND team to discuss your child and their potential options if you have any further queries that the process and information available have not answered.
Monday 28 th February	Deadline for Options Preference Forms being returned	If there are any concerns, please contact the school at your earliest convenience. It is important to note that the selection of a course does not guarantee a place.
Monday 25 th April to Friday 29 th April	Subject Interviews	Students will attend a meeting with a senior staff member if there is a further conversation needed regarding their preferences. For a very small number of students, it may be that the options they have chosen clash and we need to guide them through the courses available to them.
Thursday 12 th May	Options Allocation	Options will be allocated to students. Students will receive notification of which courses that they have been allocated.

