



27<sup>th</sup> February 2025

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Dear Parents/Guardians of Year 9 Students

## Re: Options Process

We are now starting the final phase of the Year 9 options process. Since the start of the academic year all the students in Year 9 have impressed me with the level of thought and consideration they have put into the process.

The Options Form will open **after** Parents Consultation, this evening Thursday 27<sup>th</sup> February. The **deadline** for completion is at **9am Monday 10th March.**

Students will be able to access the link through Edulink. It is also available on our Options Website using this link:

<https://sites.google.com/arden.solihull.sch.uk/options/home/final-choice-option-forms>

Although the form will open this evening, we will talk again to all students in an assembly on Tuesday 4<sup>th</sup> March, next week, to ensure they have heard and understood all the key aspects of the options process.

Occasionally errors occur. So if your child makes a mistake they should submit a correct 'second' set of option choices using the on-line form. We will assume the last ones submitted are their final choices.

We are unable to delay the process of writing the timetable. So if your child misses the deadline for submitting their choices it means that their selection will not be used when deciding how the option blocks are constructed. This may mean that they will not be able to have their first choice of subjects.

For your information a table has been included at the end of this message that summarises the whole option process so far, it highlights where we are now and indicates the time scales of the final stages of the process.

We hope that no child would need to change their final option choices. We are not always able to facilitate changes and making changes is time consuming and so delays the process for all students. Should your child be certain that they need to change any of their choices, please carefully read the information in the table below. It includes information regarding the timelines for any changes and how to submit a change.



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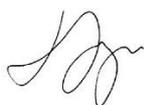
We have invested a significant amount of time into supporting students in Year 9 with their options decisions. If there any points you would like to double check you can access the Arden Options website can be accessed using this link:

<https://sites.google.com/arden.solihull.sch.uk/options/home>

For the Parent FAQ and Answers document please use this link:

<https://sites.google.com/arden.solihull.sch.uk/options/home/frequently-asked-questions>

Yours faithfully



**Miss Page**  
Deputy Headteacher

What	When	Why
Introduction Assembly	September	In explaining the stages of the options process to all students, your child will have a good understanding of each stage
Options brochure published	December	The brochure gives a more detailed overview of the options process and a 'snap-shot' of each subject. It will enable your child to see the range of subjects and start the process of making choices.
Options website published	December	Using the subject specific videos and helpful information will support your child in making their initial decisions. There is also a useful FAQ document on the site you may wish to read now.
Parents/Guardians Information Evening	December	All parents/guardians are encouraged to attend to find out vital information about each type of subject and the options process. This is an event for parents, students do not need to attend.
Subject Assemblies	December & January	Focusing mainly on subjects not taught in years 7-9, a number of subject leads describe what it's like to study their subject and the types of careers it could lead to.
CPD Sessions	December & January	The fortnightly character and personal development sessions focus on 'Futures', careers and the options process.

What	When	Why
Initial options choices are made	February	All students identify an initial set of choices and reserve subjects. These are NOT the final choices. This process helps children make an initial decision which they can then change. Your child will also bring a copy home to show you.
Initial option choices are reviewed by pastoral and senior staff	February	This will enable a sense check of initial choices and advice can be provided at this point if it is needed.
Parent/Guardian Consultations	February 27th	By this point the final option choices should be clear in the child's mind. This final stage allows for last minute questions and information gathering.
<b>FINAL choice option form OPENS online</b>	<b>Feb 27th</b>	<b>During these 10 days students will enter their final choices into an online form.</b>
<b>FINAL choice option form CLOSES</b>	<b>9am 10th March</b>	
Final option choices are reviewed by pastoral and senior staff	March	This will enable a final sense check of choices and advice and further guidance can be provided at this point if it is needed.
Option blocks are written	April	Miss Page will build the option blocks around the FINAL choices each student makes. <b>If option choices are submitted late there is a chance we will not be able to give a child their first choice</b>
Options confirmation meetings with senior staff	Summer term	We are able to offer the vast majority of students their first choice of options. If a child picks an unusual combination that we cannot offer, then alternatives and reserve subjects will be discussed during this time period
Requests for changes will be processed	Deadline 5pm Friday 2nd May	Any requests to change options will be processed during the following week only. <b>No further changes will be accepted after this date.</b> <b>All requests to change should be emailed by a parent/carer for the attention of Miss Page.</b>
Requests for changes will be considered	By the end of the <u>second week of Year 10</u>	Once a child has started a course, very occasionally they may wish to change. <b>This request, along with the reasons, will need to be submitted to Miss Page and Mr Burke and their decision will be final.</b>