



14/12/20

- **Third Year into Fourth Year Options Choice**
- **Scoping Exercise Information and Instructions**

Dear Parent/ Carer of ANY PUPIL MOVING TO S4 3A

As you may be aware, third year pupils are beginning in the process of deciding how they will shape their timetables ahead of moving to S4. In Hillhead High School we allow pupils to select **four elective** subjects in addition to Maths, English, core subjects and a Wider Achievement option.

This letter, and the forthcoming 'Scoping Exercise' relate to the four elective subjects pupils are able to build into their timetable. The Scoping Exercise is effectively a 'dry run' for pupils. It must be stressed – this is not the final point where pupils will select their options. Through participating in the Scoping Exercise ANY PUPIL will help the school team develop a timetable that offers as many options as possible. For this reason it is vital that every pupil participates.

Further information about the two-year structure and options offered is available on the school website and in the options choice booklet.

Information regarding the options process has been provided to pupils at a 'virtual assembly' delivered 15.12.20 or 18.12.20. To further support this an options choice booklet has been made available electronically via the school website. Pupils are advised to 'add this to favourites' on their school iPad.

At the assembly information was provided about the process. Further information about the process is available on the school website. At the recent online parents information evening a presentation was delivered giving an overview of the process and showing where support and extra information could be accessed. This presentation remains available, through Microsoft Teams via ANY PUPIL school iPad and through the school website.

**This year, all options choice information will be collected electronically, using an online portal.**

The Scoping exercise is the first opportunity for pupils to indicate to the school which curricular areas they wish to focus on as they move into the Senior Phase (S4 onwards). The Scoping Exercise is completed by pupils filling out an online form.

In order to validate their form entries pupils must, while completing the form enter a unique identifying number. This number will also be useful in the future as it is also their Scottish Candidate Number – a number which will remain with each pupil throughout their educational journey.

First Name	Surname	Unique Number
ANY PUPIL	MOVING TO S4	123456789

The Scoping Exercise is available via the 'S3 into S4 Options Portal' section of the school website. You can also access the Scoping Exercise directly using the QR code to the right (depending on device specification):

**The deadline for completion of the Scoping Exercise is Sunday 10th January 2021 (closes at midnight).**



If you or ANY PUPIL has any issue accessing the online system, or you have any difficulty using appropriate ICT the school can provide assistance. The process is designed to be as user friendly as possible when completed by pupils using their school iPad. To ensure pupils can access all information possible, and can participate in the options process at each stage, it is important to remind ANY PUPIL to bring the device to school every day, fully charged.

If either you or ANY PUPIL would like to discuss options choice further, the pastoral care team can facilitate any enquiry.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'S Brown', is placed here to sign the document.

Mr S Brown  
Depute Head Teacher