



01/03/21

- **Third Year into Fourth Year Options Choice**
- **Next Steps Choice Form**
- **Final Selection of Options - Information and Instructions**

Dear Parent/ Carer of Sample Pupil 3G

As you may be aware, third year pupils will now move to make a final selection of options for S4 and S5.

Before the winter break, in December, S3 pupils were invited to participate in a ‘Scoping Exercise’. This was designed to measure the demand for different subjects within the S3 year group ahead of moving to S4. Pupils were asked to select 4 options by order of priority, as well as selecting a fifth ‘fall back’ option. Parallel to this, teaching staff were asked to identify the appropriate level of learning and achievement for each child, if indeed they were to select to their particular subject for the two years ahead.

This letter gives details of the subjects Sample identified in the Scoping Exercise, as well as the appropriate levels of learning and achievement as determined by staff. For more information regarding the methodologies used in determining the appropriate levels of learning and achievement for S4/5 please see the other enclosed information page. The combined data, along with pupil and parental feedback has been analysed and resulted in the final options choice form (Enclosed). For more detail on the methodologies used in the creation and layout of this form, again, please see the other enclosed ‘FAQ’ letter.

In the Scoping Exercise Sample identified the following elective options:

First Choice	Second Choice	Third Choice	Fourth Choice	Fifth Choice
Biology	Chemistry	Administration & IT	Physics	Business Management

From reviewing Sample’s prior attainment and using information from ongoing tracking staff have identified that the following levels would be appropriate for Sample should they select the options above:

Selected Subject:	Biology	Chemistry	Administration & IT	Physics	Business Management
Appropriate level of Learning and Achievement identified by staff:	H	N5	N5	N4	N5

**Key**

H = Higher; staff are comfortable that through prior learning in the curricular area, the pupil should be able to work towards a Higher as they work through the two year pathway (S4 and S5).

N5 = National 5; through assessment and prior learning staff would consider National 5 as a suitable target for the pupil as they work through the two year pathway.

NPA = National Progression Award or alternative subject in this curricular area recommended. Through assessing the pupil and taking account of their prior learning, staff would recommend a slightly different, but related course. Such course are recommended to ensure a positive experience for the pupil, and maximise their chance of success.

We now require Sample to participate in a '**Next Steps**' exercise. When doing this there are two simple paths they can take. One of which must be selected in the week ahead. These are:

- 1) Confirm options (either those identified in the information below or selection of alternatives)**
- 2) Request a Pastoral Care consultation and/or support from SDS (careers service)**

**The 'Next Steps' Choice form must be completed by 07.03.2021**

**If no final return is made (option 1 or option 2 on previous page) it will be assumed that Sample is happy with the options shown in the table below.**

The possible options and appropriate levels of learning and achievement for every child has been considered in the creation of the **options choice sheet**. (emailed separately & published on school website)

**The following table shows how Sample could\* fit into the options choice sheet:**

Options Column:	C	D	E	F
Suggested Choice:	<b>Laboratory Science National 5</b>	<b>Chemistry Higher</b>	<b>Business Management National 5</b>	<b>Biology Higher</b>

\*Pupils are of course allowed to select different options from those listed here. It is totally natural for any child to change their mind as the options process progresses.

**Additional comments regarding Sample's Options:**

Slightly altered options have been suggested so as to ensure learning offers the most beneficial experience for Sample. The alternative course suggested has been carefully considered and offers an increased chance of achievement and attainment.

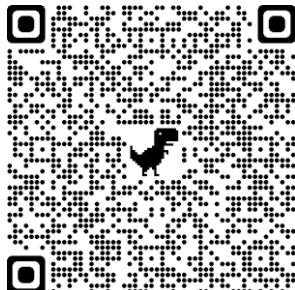
**As in the Scoping Exercise, all Next Steps choice information will be collected electronically, using an online form.**

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
Sample	Pupil	201425352

The **Next Steps** choice form is available via the 'S3 into S4 Options Portal'

(<https://blogs.glowscotland.org.uk/gc/hillheadhigh/curriculum/curriculum-architecture/option-choice-explained-s3-into-senior-phase/s3-into-senior-phase-options-portal/>) section of the school website. You can also access the form directly using the QR code located below (depending on device specification):



**The deadline for completion of the Next Steps Choices Form is Sunday 7<sup>th</sup> March (midnight)**

If a pastoral care consultation is requested a member of staff will make contact with Sample. If options are confirmed Sample will thereafter receive a letter confirming the options selected.

If you or Sample have any issue accessing the online system, or you have any difficulty using appropriate ICT the school can provide assistance. If you face any such issue please contact the school.

**The Next Steps Options Choice Form can be accessed directly the following link:**

<https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4Wj0KVQTctawUZKUywvPeJP3JLr6KtWmMEmShURFVJQTgxMDQ1SIJMMVdLTOQ3V0FJSFFQUS4u>

You can also easily open this using another device with the QR below (depending on device specification):



For privacy and security reasons pupils must sign in with their Glow username and password. This should be known to Sample as it is in routine use on school iPads. If this presents any issue, please contact the school.

Finally, If either you or your child 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.

Mr S Brown  
Depute Head Teacher