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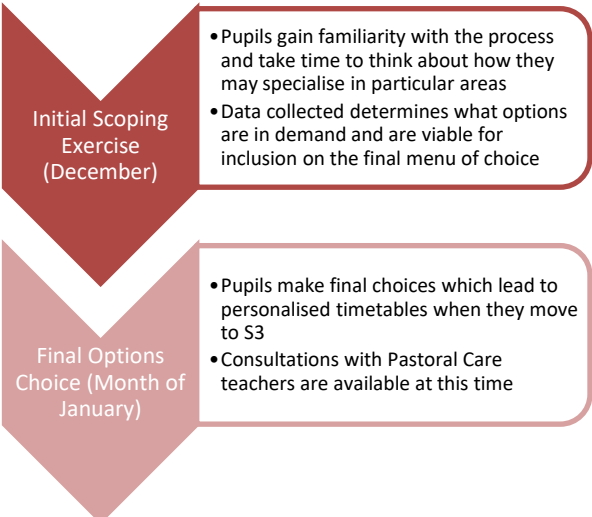
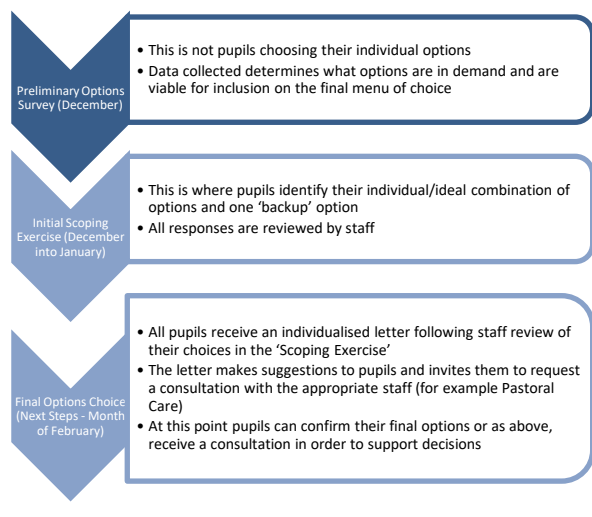
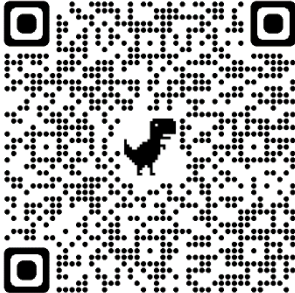
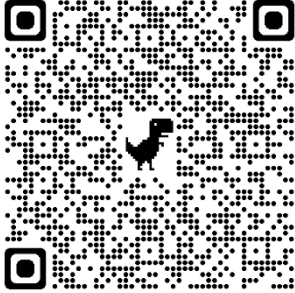
**Introduction to S2 into S3 Options Choice**  
**Introduction to S3 into S4-5 Options Choice**

Dear Parent / Carer,

I hope this letter finds you and your family well. As I am sure you will understand this is an exciting and busy time of year in the school. As well as the time for countless events, celebrations and festivities, it is also the point in the year when we act to make a head start in planning and preparing for options choice.

If you are a parent/carer of a pupil who is currently in S2 or S3 we thought it may be helpful to know what to expect, when various important milestones occur, and how to access all appropriate support. We hope you find the following information useful:

Transition	S2 Pupils Moving to S3 Summer 2024	S3 Pupils Moving to S4 Summer 2024
Process	Minor personalisation and choice within the Broad General Education (BGE); pupils remain in classes covering all curricular areas, however are enabled to specialise in some areas. The choices made at this point affect the pupils' curriculum for one year (S3)	Pupils move from the BGE to the Senior Phase (SP) and are enabled to comprehensively personalise their timetables. The choice process is focused on decisions which identify <b>four</b> pathways that last through the next two years (S4-5)
Starting Point & First Steps	<p>On Friday 8.12.23 S2 pupils will attend a special assembly during period 1. At this we will introduce the process and invite all pupils to participate in what we call the <b>'Initial Scoping Exercise'</b>.</p> <p>This is the first of two stages in the S2 into S3 options process. For pupils, this is an important opportunity to gain familiarity with how the options choice process works, think about what areas of learning matter to them most and make preliminary decisions. For the school, the Initial Scoping Exercise allows us to collect data that enables us to structure and staff our school appropriately.</p> <p><b><u>At the assembly, we will provide all pupils with an individual letter</u></b> that will contain further information and detailed instructions.</p>	<p>On Thursday 7.12.23 S3 pupils will attend a special assembly during period 3. At this we will introduce the process and invite all pupils to participate in what we call the <b>'Preliminary Options Survey'</b>. This is the first of three stages in the S3 into S4-5 options process. <b><u>Further information will be shared on the school website.</u></b></p> <p>We will use the data collected in the Preliminary Options Survey to review and confirm the set of options we offer at the later stages. The Preliminary Options Survey allows us to measure the demand for all possible subjects. On Friday 15.12.23 S3 pupils will attend a second assembly where we will share the results of the Preliminary Options Survey and provide details of the range of options we propose to offer at the next stage.</p> <p><b><u>At this second assembly, we will also explain the 'Initial Scoping Exercise'.</u></b> This will open after close of school <b>15.12.23</b> and requires pupils to select four options, by order of preference as well as identify a 5<sup>th</sup> 'backup' option. This activity is vital. Every pupil response is individually reviewed by staff. <b><u>At the assembly we will issue every pupil with an individualised letter</u></b> with further information and instructions.</p>

Transition	S2 Pupils Moving to S3 Summer 2024	S3 Pupils Moving to S4 Summer 2024
December, January & February Overview	 <ul style="list-style-type: none"> <li>• Pupils gain familiarity with the process and take time to think about how they may specialise in particular areas</li> <li>• Data collected determines what options are in demand and are viable for inclusion on the final menu of choice</li> <li>• Pupils make final choices which lead to personalised timetables when they move to S3</li> <li>• Consultations with Pastoral Care teachers are available at this time</li> </ul>	 <ul style="list-style-type: none"> <li>• This is not pupils choosing their individual options</li> <li>• Data collected determines what options are in demand and are viable for inclusion on the final menu of choice</li> <li>• This is where pupils identify their individual/ideal combination of options and one 'backup' option</li> <li>• All responses are reviewed by staff</li> <li>• All pupils receive an individualised letter following staff review of their choices in the 'Scoping Exercise'</li> <li>• The letter makes suggestions to pupils and invites them to request a consultation with the appropriate staff (for example Pastoral Care)</li> <li>• At this point pupils can confirm their final options or as above, receive a consultation in order to support decisions</li> </ul>
Information and Resources (Clickable Links)	<ul style="list-style-type: none"> <li>▪ <a href="#">S2 into S3 Main Page (Background Information)</a></li> <li>▪ <a href="#">S2 into S3 'Options Portal' (Live page where choice forms are placed and updates occur often to support each part of the process)</a></li> <li>▪ Year group Teams Page – updated throughout process and available through 'Glow' and on pupil iPads</li> </ul> 	<ul style="list-style-type: none"> <li>▪ <a href="#">S3 into S4-5 Main Page (Background Information)</a></li> <li>▪ <a href="#">S2 into S3 'Options Portal' (Live page where choice forms are placed and updates occur often to support each part of the process)</a></li> <li>▪ Year group Teams Page – updated throughout process and available through 'Glow' and on pupil iPads</li> </ul> 
QR code links to main pages		

We are aware that the options process, at every point of transition, presents new and often complex information. By sharing this information this way, we hope that pupils and their families are able to approach the process with confidence. We have developed our processes over time with the intention on delivering on our commitment to:

- Respond to the needs, wants and voice of our learners when considering the curricular offering
- Offer the widest possible menu of choice to pupils at all stages
- Offer the most appropriate balance between 'choice' and 'core' curriculum – as mandated by national guidelines
- Offer appropriate guidance and support to both pupils and their families

We will be in touch with you again soon with the information relevant to you and your child.

Yours sincerely,

Mr S Brown

Depute Head Teacher