



**Hillhead High School**  
Oakfield Avenue  
Glasgow G12 8LJ  
Phone 0141 582 0100

**Head Teacher**  
K McAlaney

14.02.25

- **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 final selections 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 pathways by order of priority, as well as selecting a fifth alternative option. Parallel to this, teaching staff have been asked to identify the appropriate level of learning and achievement for each child, if indeed the child was to select their particular subject area for the two years ahead.

Set out below in two tables 1 and 2 are 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/linked information (FAQs) page. The combined data, along with pupil and parental feedback has been analysed and resulted in the final options choice menu (Enclosed). For more detail on the methodologies used in the creation and layout of this menu, again, please see the other enclosed FAQ letter.

In the Scoping Exercise Sample identified the following pathways:

Table 1	First Choice	Second Choice	Third Choice	Fourth Choice	Fifth Choice
	Chemistry	Biology	Administration & IT	Criminology & Sociology	Laboratory Science & Health Sector

From reviewing '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:

Table 2	Selected Pathway:	Chemistry	Biology	Administration & IT	Criminology & Sociology	Laboratory Science & Health Sector
	Appropriate level of Learning and Achievement advised by staff:	H	H	H	H	H

Key



KINDNESS



AMBITION



INTEGRITY



RESILIENCE



RESPECT

H/Level 6 = Staff are comfortable that through prior learning in the curricular area, the pupil should be able to work towards a Higher or SCQF level 6 qualification as they progress through the two year pathway (S4 and S5).

N5/Level 5 = Through assessment and prior learning staff would consider National 5 or SCQF level 5 outcomes as a suitable target for the pupil as they work through the two year pathway.

Alternative Course = 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 courses are recommended to ensure a positive experience for the pupil, and maximise their chance of success.

We now require Sample to participate in the '**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 requests (either those identified in the information below or selection of alternatives) or**
2. **Request a Pastoral Care consultation and/or support from SDS (careers service) – if requesting this please respond before 21.02.25**

**A final response should be made to the 'Next Steps' Options Request form by 10.03.25**

If no final response is made (option 1 or option 2 above) 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 menu**. (emailed separately & published on school website).

The following table shows how Sample could\* make selections available on the options choice menu:

Menu Column:	C	D	E	F
Suggested Choice:	Physics H	Computing Science H	Geography H	Chemistry H

\*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.

**Individual comment regarding Sample's Options:**

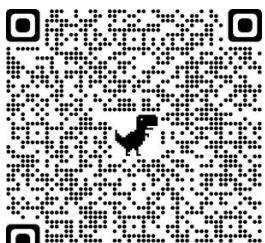
*The options selected through the Scoping Exercise are available in the final options form at the levels recommended by staff. If alternative options are being considered it is essential to consult with your Pastoral Care Teacher.*

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

In order to validate their online 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	123456789

The **Next Steps** request form is available via the 'S3 into S4 Options Portal' (<https://blogs.glowscotland.org.uk/gc/hillheadhigh/curriculum/curriculum-architecture/option-choiceexplained-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):



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**The final deadline for responses to the Next Steps Options Request Form is Monday 10th 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=oyzTzM4Wj0KVQTctawUZKUywvPejP3JLr6KtWmMEmShUQTBTTRI5UzQxVklGWktHMURBQIdESEJCMi4u>

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. You can also access the webpage and Next Steps Options request form through personal devices if required. If this presents any issue, please contact the school.

S3 into S4/5 'Next Steps' Options Request Form 2025



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

Yours Faithfully,

Mr S Brown

Depute Head Teacher