



## EDUCATION, COMMUNITIES & ORGANISATIONAL DEVELOPMENT

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29<sup>th</sup> January 2021

Dear Student and Parents

I am delighted to be able to share with you the Subject Choice Information for 2021/2022.

As always we have tried our best to tailor our offer to our students' needs, taking into account their pathway planning information, future local labour force predictions and our capacity as one of the smaller schools.

Over the last few years we have faced financial pressure due to Local Authority savings and a declining roll. We do not have the capacity to offer the flexibility that we once could. In many cases there is only one class for a subject and level. Instead we are looking to cater for students' highest priorities and to focus on delivering a high-quality learning experience leading to the best possible qualifications. Students must plan their experience across all years of the Senior Phase of S4-6 rather than each year being an individual experience.

On a more positive note, our partnership work with Moray College UHI means we are able to access a wider range of appropriate experiences for our young people. Any pupil who is intending on going to Moray College, should discuss this with their Guidance Teacher first. Pupils must then submit applications online via the 'for schools' section on the Moray College web site: <https://www.moray.uhi.ac.uk/for-schools/>

Courses are now arranged by SCQF level as we are accessing such a variety of qualifications other than just Nationals and Highers. These alternatives are indicated on the Choice Sheet with information about the SCQF (Scottish Common Qualification Framework) available here <https://scqf.org.uk/support/support-for-learners-parents/>

All course information and other resources you may need to support your decisions can be found on the school website <https://blogs.glowscotland.org.uk/my/keithgrammar/course-choice/>. This is also where you should submit your course choices.

Given that we are not in school at the moment due to the pandemic, all course choices are to be submitted online via a form on the Keith Grammar School web site. There is a video on the KGS web site which shows you how to do this. All current S4 and S5 pupils must have submitted their choices online by **Friday 12<sup>th</sup> February 2021**. The link for this can be found in the course choice section of the school web site. Alternatively, please click on this link below:

[https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4Wj0KVQTctawUZKW3BgalYnJ1Bml9\\_KXqG0GBUNzJZODdFRIM3V1JCTIJNN0hJVkdDStdVWS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4Wj0KVQTctawUZKW3BgalYnJ1Bml9_KXqG0GBUNzJZODdFRIM3V1JCTIJNN0hJVkdDStdVWS4u)

Should you require support in making decisions about course choice, you are welcome to meet with the relevant Principal Teacher of Guidance (virtually via Microsoft Teams). I must stress however, that there is no expectation that this must happen. Additional information about this process is provided below.

I understand how difficult course choice can be, particularly where the young person is unclear as to their plans. I wish you well and would remind you that we really are here to support you and your child. Please do not hesitate to get in touch if you think we can help.

Yours sincerely

Kevin Pirie  
Depute Head Teacher

## **Subject choice support meetings with Principal Teacher of Guidance (current S4)**

In order to support your child in making appropriate subject choices for moving into S5 and S6, I am delighted to share the following information with you. Principal Teachers of Guidance will be able to meet with your child and/or yourself, virtually via Microsoft Teams. Appointments will last for 10 minutes and be scheduled between 1:30pm and 4:00pm. In order to access your meeting, please log onto the appropriate PSE team and join the meeting. Staff will admit you to the meeting when we're ready.

Current S4 pupils – Tuesday 2<sup>nd</sup> February. Ms Innes or Mrs Jex

I must stress however that you do not have to arrange a meeting with your child's guidance teacher. **You should only do so if you really need more support in making appropriate choices** within columns or planning your child's curriculum in their senior phase at Keith Grammar School. It's also important to note that once all the choices are made, we will cross reference these choices with the levels that have been recommended by teaching staff. Should there be any difference between the level that you select and the level that Keith Grammar staff recommend, then we will get in touch.

In order to make an appointment, please log onto the booking system. Details on how to do this are outlined below.

Once again, please understand that **you should only be making an appointment if it is absolutely necessary**. There is not an expectation that a large number of appointments will be made.

### **S4 Guidance Choice of Course Appointments – Tuesday 2nd February 2021 (1:30 – 4:00 pm)**

Please find details below on how to access the program. The link below must be typed into the address bar. If it is typed into a search engine it will not work. There is also a copy of these instructions on the school website.

Go to: <http://www.parents-booking.co.uk/keithgrammar>

**PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address, or use a 'Search Engine', as that will not work. This is a common mistake on phones and tablets especially.**

When the page loads, click on Agree.

#### **You will need:**

Your title, Surname and \*email address (\*optional) – this must be the person who we have as the main contact on our school records (the one who receives the text messages)

Your child's first name and legal surname

Your child's date of birth – e.g. (\*\*/\*\*/\*\*\*\*) – now drop down boxes

You will then see the list of Parents Evenings available. Select the relevant one (S4 Choice of course Appointment). There are now two ways in which you can make your bookings either Bookings or Automated Bookings.

As it is a **Choice of course Appointment** you will only see the **Guidance tab** under **Personal & Social Education**. If you need to make any changes to your appointments or cancel any you are able to go back in and make the changes.

Please remember to Log Out (Top right Hand Side) once you are finished making your appointments.

The system is live **Friday 29<sup>th</sup> January 2021 at 8:00 a.m.** and will be open to take your bookings until **2nd February at 11.00 am**. You can book for Parents' Evenings as soon as it is open.

#### **Troubleshooting Tips - Read before Booking!**

- The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem.

If you are unable to book at home, please call the office on 01542 882461 and a member of the office will be available to help you make your appointments.