



# HIGHFIELDS SCHOOL

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12 January 2024

Dear Parent/Carer

## YEAR 9 COURSE CHOICES

The Spring Term is a hugely important time for Year 9 students as they begin the process of choosing their courses for Key Stage 4. It is essential to ensure students receive the guidance they need to make informed choices, and as such we have planned to provide you and your child with a wide range of Careers Education, Information, Advice and Guidance over the coming weeks and months to make this process a worthwhile, manageable, and successful one. Please find below an outline of the guidance process that will enable and support your child in making the right choices moving forward.

### Revision Strategies – Week Commencing Monday 8<sup>th</sup> January 2024

This week has seen the launch of the Highfields 4Rs during Citizenship lessons. The 4Rs are revision strategies that will support students in preparing for their upcoming exams, including a Citizenship exam on Wednesday 24<sup>th</sup> January.

### Moving Forward Event – Week Commencing Monday 5<sup>th</sup> February 2024

The Course Choice process will be officially launched to students, week commencing Monday 5<sup>th</sup> February with an assembly. English lessons that follow on Tuesday 6<sup>th</sup> February will be dedicated to explaining and understanding the process, starting the opportunity to explore the subject options available and how they link to possible careers. Tutor time during this week will also support students in their decision-making process by creating career profiles and matching personality types to suitable professions.

At this time, the Moving Forward webpage will be launched to support parents/carers through the course choice process. On the website you will find useful links, helpful videos and key dates.

### Course Choice Evening and Careers Fair - Wednesday 31<sup>st</sup> January 2024

We are holding a Course Choice Evening and Careers Fair on Wednesday 31<sup>st</sup> January from 6pm until 8pm. There will be a presentation from staff and students on the Course Choice process - this will be held in the Lyceum at 6:30pm and repeated at 7:15pm. You will also be able to meet with subject teachers and the Year Team.

The Careers Fair will provide information from a wide variety of employers, colleges, apprenticeship providers and universities. This year's Careers Fair will be the biggest ever, with over 60 exhibitors. We strongly recommend that you and your child attend this evening to fully explore the choices available and to collect the relevant information. The Careers Fair will begin at 6pm and conclude at 8pm.

### Preliminary Options Survey – Monday 19<sup>th</sup> February 2024

A survey will be sent out for students and parents/carers to complete together. This is an initial opportunity to select three course options and a reserve option, which will be reviewed in school. The deadline for completion is Monday 19<sup>th</sup> February at 12pm.



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**Year 9 Option Exams – Monday 19<sup>th</sup> – Friday 1<sup>st</sup> March 2024**

Year 9 students will be sitting examinations in all subjects they currently study. The results of these examinations will help guide them to the course best suited to them and their individual needs.

**National Careers Week - Monday 4<sup>th</sup> March – Friday 9<sup>th</sup> March 2024**

Students will have further opportunities to explore career pathways in their lessons, virtual assemblies, and presentations.

**Suggested Option Choices – W/C Monday 8<sup>th</sup> April 2024**

Parents/carers will receive a letter with the suggested option choices for their child.

**Virtual Parents' Evening - Wednesday 10<sup>th</sup> April 2024**

This is an opportunity to meet with your child's teachers and discuss the suggested option choices with them. We will send further details of Parent's Evening closer to the time.

**Student Interviews – Weeks Commencing Monday 22<sup>nd</sup> April and Monday 29<sup>th</sup> April 2024**

Every student in Year 9 will be interviewed by a member of the school's Senior Leadership and Management Team to finalise choices. Once this has taken place parents/carers will receive a letter confirming the final option choices.

**Confirmed Option Choices – W/C Monday 6<sup>th</sup> May 2024**

Parents/carers will receive a letter with the confirmed option choices for their child – a response will be required.

The guidance process for Year 9 is designed to support students in making an informed decision at this important time. If you have any questions about the process, please do not hesitate to contact the Middle School Team by email to [middleschoolstaff@hswv.co.uk](mailto:middleschoolstaff@hswv.co.uk). In the meantime, I look forward to working with you all over the coming months.

Yours sincerely

**J BRICKWOOD**  
**ASSISTANT HEADTEACHER – HEAD OF MIDDLE SCHOOL**