



9<sup>th</sup> January 2024

Dear Parent/Carer

Re: Year 9 Options

I am delighted to write to you at the start of a very important stage of your child's journey with us at Poltair School. We will soon begin introducing your child to the process of selecting their option subjects for study at Key Stage 4.

This is the first time that your child will be able to make decisions about their curriculum, personalising it to match their strengths whilst ensuring that it gives them as many opportunities as possible in the future. Our aim is to provide every student with as much guidance and support as possible about their future curriculum choices and how these choices link to further education and employment. As such, there are a number of key events that support this process:

**1. Current Progress Report**

Your child has recently been assessed on their ability to recall and apply the knowledge covered so far in Year 9. You will receive a progress report within the next two weeks. This is an important starting point in understanding your child's strengths and priorities for improvement. Guidance will be included on what the report means.

**2. Year 9 Progress Evening: Thursday 1<sup>st</sup> February (face to face) 3:30pm – 6:30pm**

You will be able to book appointments with each subject teacher, which is an important opportunity to hear first-hand about how your child is progressing in their current subjects, as well as having the chance to raise any concerns or issues you may have. There will also be the opportunity to meet with members of the Inclusion (SEN) and Pupil Premium (PP) teams; if your child receives support from these areas then these additional appointments will also be available to book on the system.

How to make the appointments

Please use our online booking system which can be accessed via the Parents Evenings page on the school website or the link below.

- Step 1. Using your internet browser, enter <https://poltair.schoolcloud.co.uk/>
- Step 2. Complete the details on the home page using your child's preferred name and click 'Log In'.
- Step 3. Follow the online instructions to book appointments with the allocated members of staff. You will be able to book 5 minute appointment slots at times convenient for you and add any brief notes regarding any issues or matters you would like to raise.
- Step 4. Once finished, if you entered an email address when logging in, the system will send email confirmation of your chosen appointment times.

If you do not have access to the internet or have any queries or concerns, please email the school via [secretary@poltair.cornwall.sch.uk](mailto:secretary@poltair.cornwall.sch.uk) and a member of staff will contact you to arrange these appointments for you.

3. **Key Stage 4 Taster Lessons: Wednesday 21<sup>st</sup> February – Tuesday 5<sup>th</sup> March**

Every student will be given the opportunity to participate in a taster lesson for all option subjects. In these lessons, students will learn more about the option subjects available. The lessons will include information about the knowledge they would learn, how they would be assessed and the types of learning activities they would do in lessons.

4. **Curriculum Enrichment Day: Wednesday 6<sup>th</sup> March**

This day will be an immersive experience where students will engage with Careers Pilot, an online platform that gives huge amounts of information about the world of work and how their curriculum choices will link to future education and employment.

At the end of the day students will be provided with their Key Stage 4 Options Guide containing information for all courses available to them and how they are to apply for their option choices. This will be an important document for students, parents and carers to look through together to help inform choices.

5. **Key Stage 4 Options Evening: Thursday 7<sup>th</sup> March**

This is a chance for students, parents and carers to meet option course leaders to discuss the options in more detail face-to-face. More details will be shared nearer the time.

6. **One to one guidance meeting with a member of the School Leadership Team: Weeks commencing 11<sup>th</sup> and 18<sup>th</sup> March**

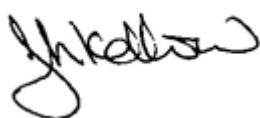
Every student and their parent/carer will be invited to meet on a one to one basis with a member of the School Leadership Team to receive personalised advice and guidance to help them to make the best possible choices. Further information on how to book these appointments will be shared nearer the time.

As you can see, there is a comprehensive programme of support in place to assist every student through the options process.

Please can I encourage you to make a note of the key dates. In particular, Progress Evening on 1<sup>st</sup> February and KS4 Options Evening on 7<sup>th</sup> March, as these are essential events for you to attend.

In the meantime, if you have any specific questions regarding the options process, please do not hesitate to contact me at [jkellow@poltair.cornwall.sch.uk](mailto:jkellow@poltair.cornwall.sch.uk)

Yours sincerely



Mrs J Kellow  
Assistant Headteacher