

Our Ref: DSC / KT



**RICHMOND
SCHOOL**
& Sixth Form College

23 January 2011

Dear Parent/Guardian

As we move towards an important stage in your son/daughter's education, I am writing to give you details of some key events which take place between now and the end of term. All of these are designed to help you support your child in the decisions which are to be taken about course choices for September and will give your family up-to-date information and advice upon which the choices can be based.

Wednesday 1 February: Option Information Evening – 6.00pm - 6.45pm (parents only)

Importantly, within the evening, there will be a presentation in James Tate Restaurant at 6.45pm about our Options Process, how it works, how to prepare for choices and an outline of the new educational world post-16 which these choices will lead to. This presentation will last for about one hour. Mr Clark (Deputy Head) will be available for individual questions immediately after the talk.

This is a chance to find out some very valuable information on how we support your son/daughter and also where the difficulties lie or can arise during GCSE years. Also during this evening you will have the opportunity to have a look at the new Options Booklet, this booklet will come home with students on the Thursday 2 or Friday 3 February and also be available on line from this date.

Tuesday 7 February: Year 9 Parents Evening 5.00pm – 7.00pm (parents only)

An evening for parents only, in the Hall of the Clark Hall Building, presenting an opportunity for you to talk to subject and staff on the usual five minute appointment basis. During the course of the evening, you will have the opportunity to sign up for an appointment time for you and your son/daughter to meet one of our staff on 29 February and 1 March. Sheets will be on display on the evening for you to select a time.

Darlington Road
Richmond
North Yorkshire
DL10 7BQ
School Tel: (01748) 850111
Sixth Form College Tel: (01748) 828136
School & College Fax: (01748) 828106
E-mail: admin@richmondschool.net
Website: www.richmondschool.net

**Wednesday 29 and Thursday 1 March:
Year 9 Options Counselling Discussions 4.00pm – 7.00pm (parents and students)**

A chance for you and your son/daughter to meet with a member of the Leadership team and Tutors to discuss the provisional options choices which your son/daughter will have made from the information sent to you in a booklet at the end of January. The discussion will last up to ten minutes at the time arranged via the appointment system described above. During this discussion, we will be able to inform you of any problems or issues arising from the options chosen. At the end of the discussion, we will agree the final course choice to be followed by your son/daughter from September.

I hope you find the above useful and that you are able to join us for these important evenings. If you have any queries, please do not hesitate to contact me at school.

Yours sincerely



Mr D S Clark
Deputy Headteacher

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