

Our Ref: Options / SAS / KT



**RICHMOND
SCHOOL**
& Sixth Form College

January 2010

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 27th January:

Option Information Evening – 6.00pm – 7.00pm (parents only)

Importantly, within the evening, there will be a presentation in Middle School Hall at 6.00pm 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) and I are leading the presentation and 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. The booklet will come home with students on Thursday 28th January and will also be available on our website from this date.

Wednesday 3th February:

Year 9 Parents Evening - 5.00pm – 7.00pm (parents only)

An evening for parents only, in Middle School Hall, presenting an opportunity for you to talk to subject and tutorial staff on the usual five minute appointment basis.

Cont overleaf.....

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Thursday 4th March:

Year 9 Options Counselling Discussions - 4.00pm – 7.00pm (parents and students)

We strongly advise that you only make an appointment for this evening if you have any concerns or worries over your son/daughter's choices. In most instances we would hope the options chosen will have been straightforward and you will have no need to book an appointment. We will send you more information on how to book an appointment nearer to the date.

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 Miss Merckx, Mr Dalgleish or myself at school.

Yours sincerely



Mr S A Speakman
Head of Key Stage 3/4

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