



15 December 2016

Dear Parent/Guardian

Key Stage 4 Options and Careers fair

In the Spring term we will begin the process of your child selecting their optional subjects for Key Stage 4.

In order to help you plan ahead please find detailed below some key dates in and information about the process. We have also provided an overview which is currently available on the school website:

Date	Event	Detail	
7 February	Careers Fair	Advice from employers, professionals, education and training providers (at Maiden Erlegh School, Earley) (SEE BELOW)	
9 February	Full Report	The formal written report from your child's current subject teachers.	
9 February	Key Stage 4 booklet	Options booklet containing information about the options process and the subjects your child can opt for.	
	Options form published	The form to be filled in to express your child's preferences. This will contain a recommendation about the types of subjects your child is best suited to study.	
1 March	Key Stage 4 Options Evening	Information about the options process and the opportunity to meet with teachers from the optional subjects.	
7 March	8G1; 8G2, 8P1 Progress Meeting	The meeting for parents and students in these tutor groups.	An opportunity to meet with your child's current teachers to discuss progress etc. Mr Johnson will also be available to discuss the options process and selections with you.
9 March	8P2, 8T1, 8T2 Progress Meeting	The meeting for parents and students in these tutor groups.	
13 March (p.m.)	Options surgeries	Mr Johnson will be available, for 15 minute consultations with parents and students who may have further questions or issues about the options.	
7 March (a.m.)	Options surgeries	Mr Johnson will be available, for 15 minute consultations with parents and students who may have further questions or issues about the options.	
17 March	Option form submission	Option forms submitted by Year 8 students to their tutor.	

At the Key Stage 4 Options Evening I will go through the options process in more detail and will be available after my presentation to answer any questions you may have. In the meantime, you may find the "Roadmap" presentation helpful. Please click here [Road Map Presentation](#).

As a point of information please note that for some of the subjects available in Key Stage 4 (Computer Science) students will, due to their demanding academic nature and content, need to have a current attainment grade of at least 3M in both English and Mathematics in their Full Report in February. For those students who do not meet this qualifying standard, a qualification ICT will be available.

Careers Fair 7 February

We are pleased to invite you to the Maiden Erlegh Trust Annual Careers Fair to be held at our sister school: Maiden Erlegh School, Silverdale Road on Tuesday 7 February 2017 between 7.00pm and 9.00pm.

The event offers our Year 8 students guidance for their GCSE options, in addition to giving wider guidance on Careers and Further and Higher Education choices. Please reinforce our advice that your daughter/son should take advantage of this large gathering of experts.

The representatives can give valuable guidance on Higher Education, Further Education, Gap Years, apprenticeships, professional and craft careers.

The representatives will be available on an individual basis and a detailed Programme will be available on our Website in due course and available to pick up on the night. Students may come with their parents or unaccompanied. If unaccompanied we cannot accept responsibility for your son or daughter on the journey to and from the Careers Fair.

The Maiden Erlegh Trust is most grateful to the parents, friends and representatives who make this significant event possible.

Yours sincerely



Mr A Johnson
Deputy Headteacher