



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:

<b>Date</b>	<b>Event</b>	<b>Detail</b>
7 February	Careers Fair	Advice from employers, professionals, education and training providers (at Maiden Erlegh School, Earley) (SEE BELOW)
9 February	Full Report	teachers.
9 February	Key Stage 4 booklet  Options form published	Options booklet containing information about the options process and the subjects your child can opt for.  . 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.
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.

## **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

A handwritten signature in black ink on a purple rectangular background. The signature appears to be 'Mr A Johnson' written in a cursive style.

**Mr A Johnson**  
*Deputy Headteacher*