

## Y9 Options -Frequently Asked Questions

### 1) When will I get my option form?

Options forms will be sent out during the second week after half term (week beginning 1<sup>st</sup> March)

### 2) When do I have to hand in my option form?

The deadline is Friday 19<sup>th</sup> March.

### 3) What happens if my form is handed in late?

All the option forms that are handed in by the deadline will be dealt with first. If your form is late it will be one of the last ones in the year group that we look at. This means that there is a greater chance that you will not get the option choices you want.

### 4) I would like to know some more information from a subject Head of Department. How do I contact them?

Email [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk) with your request and we will forward the e mail to the relevant person.

### 5) I would like to discuss something with one of the teaching staff about options. How do I contact them?

You will get an opportunity to discuss options with subject teachers during the Parents Evening on 25<sup>th</sup> February. Alternatively email [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk) with your request and we will forward the e mail to the relevant person.

### 6) You usually have options interviews where students and their families meet with a member of the senior team in school to discuss option choices. Will this happen this year?

We are unable to run our usual process because of the ongoing pandemic. These meetings were scheduled to take place straight after half term (between 22<sup>nd</sup> February and 5<sup>th</sup> March) and will not take place.

We will therefore ask students to complete an electronic options form which we will send out through Edulink. On the form students can chose their options, add a reserve choice and there will also be a space for both students and parents to 'sign' the form. There will also be a space f or families to add any specific details if they feel this is necessary.

When Y9 are back in school we will arrange for them to meet with a member of the senior staff to discuss/check their option choices. We expect that when this happens Covid protocols w ill mean that parents will not be able to come into school.

**7) What do I do if I want to change one of my option choices after the deadline?**

This is possible, but we put a lot of effort to make sure students have all the information they require to make the right choices. If you really want to make a change we ask parents to e mail [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk) with the specific request. We will sort out all the original option choices first and only when this has been done will we consider any option changes. The order we process these changes will be in date order (the earliest request will be looked at first etc.). We will inform students if we are able to make the changes they want usually after Easter.

**8) What happens if there are not enough students who opt for a subject and it will not be running?**

We will discuss this with you (usually just before Easter). During the discussion he will check if you are still happy with your Reserve Choice or if there is another subject you would prefer to do.

**9) What if the combination of choices I have chosen is not possible?**

We will discuss this with you (usually after Easter). During the discussion we will check if you are still happy with your Reserve Choice or if there is another subject you would prefer to do.

**10) When will I find out if I can study all the subjects I have chosen?**

We will send out a letter in the final half term of the year (June) to confirm your choices. You cannot make any changes when these letters have been sent out.

**Important Dates**

Option Evening 2012 (virtual)	Thursday 4 <sup>th</sup> February
Y9 Parents Evening	Thursday 25 <sup>th</sup> February
Option forms sent out	Week beginning 1 <sup>st</sup> March
Option form deadline	Friday 19 <sup>th</sup> March