



# **Options Handbook 2019**

**Guidance on how to  
apply for Options**

**Application Forms**

**‘Keeping your  
options open’**

# CONTENTS

	Page
1. Introduction to the Options Process	2
2. The Options Calendar	3
3. The Options Process: Support and Guidance	4
4. The Courses on Offer:	
• All Option courses	5
5. Personalised Curriculum – Breadth and Balance	6
6. ‘Step by Step’: How to apply for Key Stage 4 courses at The Ripley Academy	7
8. Do’s and Don’ts	8
9. Options Application Form for 2019 - <i>Student Copy</i>	9
10. Options Application Form for 2019	10

# INTRODUCTION TO THE OPTIONS PROCESS

Dear Year 9 Students, Parents and Carers,

In Year 10, students begin Key Stage 4 of the National Curriculum.

At The Ripley Academy, this consists of a compulsory Core Curriculum and up to four 'Options' - four subjects chosen by student/parent.

This booklet offers guidance on Options and the process of applying for Options between now and **Friday 8<sup>th</sup> February 2019**. It should be read in conjunction with the Key Stage 4 Curriculum Handbook.

- |        |   |
|--------|---|
| Step 1 | Students apply for <b>six</b> courses in order of preference.<br>1=highly preferred,<br>6=least preferred   |
| Step 2 | The school analyses the applications, organising its offer into four Option Blocks. These will reflect our best effort to give everybody their first four subjects of choice, subject to staff availability and the requirements of the school timetable. |
| Step 3 | Every student will be offered a subject in each of the four Option Blocks. Hopefully, these will be their first four choices, although this cannot be guaranteed (this is why we need students to choose up to six courses).                              |

All Option courses lead to qualifications, either GCSE or their vocational equivalent. Before choosing, students should consider subject information very carefully and take advice from parents and carers, subject teachers, tutors and careers advisors.

In particular, students should think about:

- What they are interested in and think they will enjoy working hard in
- What they are good at
- Their ambitions for when they leave school (post-16)

The school will do its best to offer a curriculum which meets their individual needs and aspirations. Where students are unable to obtain their first four choices of subjects, alternatives will be discussed.

Please note that after the offers have been confirmed, and the school timetable completed, it will be very difficult for students to transfer from one option to another as most groups will be full.

***So choose carefully.***

If you need any further guidance or support during this important time in your school career, please let me know.

**Miss J Scattergood**  
**Deputy Headteacher**

# OPTIONS CALENDAR 2019

FRIDAY 11 JANUARY 2019

Options booklets issued to Year 9 students.  
Year 9 Assembly: Options

WEDNESDAY 16 JANUARY 2019

Year 9 Parents **Options Information Evening:**

- 6.00pm-6.20pm: **Presentation to Dove/Kinder** about Curriculum and Options.
- 6.30pm-6.50pm: **Presentation to Monsal/Riber** about Curriculum and Options.
- 6.00pm-7.30pm: **Subject displays and information** about Key Stage 4 courses.

THE SUITE

REFECTORY

TUESDAY 29 JANUARY 2019

**Year 9 Parents Evening:** An opportunity to discuss the feasibility of options choices with subject teachers.

WEDNESDAY 30 JANUARY –  
FRIDAY 8 FEBRUARY 2019

**Options Application Forms returned via form tutors** who will check them before passing them on to Miss Scattergood.

FRIDAY 8 FEBRUARY 2019

**Deadline** for return of Options applications.

APRIL 2019

School Governors approve finalised Options offer.

MONDAY 1 JULY 2019

Notification to students/parents/guardians of outcome of Options applications

## **Please note:**

Options applications will not normally be accepted or amended after the **8<sup>th</sup> February 2019 deadline**

# THE OPTIONS PROCESS: SUPPORT AND GUIDANCE

In addition to the events listed on the Options Calendar 2019, support and guidance is available as follows:

1. **The Ripley Academy Key Stage 4 Curriculum Handbook 2019-21:**  
Essential information on all of the subjects offered at the school and additional information on the Options process.
2. **Heads of House – Mr Kingsland, Mrs Fidler, Mrs Alexander-Brown, Mr Lipton, and form tutors:** To discuss suitability of choices, combinations of subjects, and check application forms.
3. **Mrs Maycock, Mrs Clark-Hallam and the Learning Support Team:**  
An essential source of guidance and support for students who access additional support.
4. **Year 9 Assemblies:**  
Updated information about the progress of the Options process.
5. **PHSE/Careers lessons:**  
These will focus on the Options process before and during the period when students are making decisions, and how these link to careers and Post-16 pathways.
6. **Mrs Alexander-Brown (Careers Lead)**  
Further guidance on how Options choices link to careers and Post-16 pathways.
7. **Subject lessons:**  
An opportunity to get in-depth information about subjects by talking to the people who teach them.
8. **Parents Evenings:**  
Further opportunity to get in-depth information about subjects and a student's suitability by talking to the people who teach them.
9. **Miss Scattergood (Deputy Headteacher):**  
For any outstanding queries.

# THE KEY STAGE 4 COURSES OFFERED AS OPTIONS

Full details of these courses can be found in the **Ripley Academy Key Stage 4 Curriculum Handbook** which accompanies this Options guidance.

Art & Design: Fine Art  
Art & Design: Photography  
Business Studies  
Computer Science  
Design Technology: Graphic Products  
Product Design  
Textiles  
Food Preparation and Nutrition  
Drama  
Economics  
Finance  
French  
Geography  
Health and Social Care  
History  
iMedia  
Music  
Option Support  
Physical Education  
Psychology  
Religious Studies  
Spanish  
Separate Science

# Personalised Curriculum - Breadth and Balance

The Government insist that 14-19 education meets the following standards:

- Personalised Curriculum – Students should be able to follow a range of courses which meet their particular needs, aspirations and interests.
- Breadth – Students must study a broad range of courses as set out in the Core offer of the National Curriculum and recommended optional courses. This is to ensure that they acquire the necessary skills and knowledge for continuing education, work and adult life.
- Balance [Options] **see ‘The Options Families’ below.**

Options provide an opportunity to ‘personalise’ the curriculum. They are also a way of achieving variety and contrast. Students should try to avoid repetition and overlap, i.e. choosing too many options from the same ‘family’.

They should consider choosing from **at least 3 different ‘Options Families’**.

The options system offers a **flexible programme** designed to meet **individual needs**, but students must **choose carefully** and responsibly giving consideration to future opportunities for careers, courses and qualifications which they might wish to pursue post-16.

At the age of 14, it is unlikely that students will be absolutely clear about what they eventually want to do, and between the ages of 14-16, students frequently change their mind about things.

So, make an informed choice and **“KEEP YOUR OPTIONS OPEN”**.

### ***It is expected that most students will:***

Choose a combination of subjects contributing to achievement of the English Baccalaureate (eBacc) qualification.

N.B. To achieve the full eBacc suite of qualifications, students need to attain a grade 4 or better in all three areas:  
i.e. *1x Humanities + 1x Language + 2x Science courses*

### **ALL STUDENTS ARE EXPECTED TO CHOOSE HISTORY OR GEOGRAPHY.**

(Students may choose both History and Geography as two separate choices).

### **ALL STUDENTS FROM SET 1 MATHS AND/OR ENGLISH ARE EXPECTED TO CHOOSE A LANGUAGE FRENCH OR SPANISH. STUDENTS SHOULD CONTINUE TO STUDY THE SAME LANGUAGE THEY HAVE STUDIED IN YEARS 7-9**

To ensure breadth and balance, consider choosing from **at least 3 different ‘Options Families’**.

<b>The Options ‘Families’</b>					
<b>English Baccalaureate (eBacc) subjects</b>			<b>Non-eBacc subjects</b>		
<b>Humanities</b>	<b>Modern Foreign Languages</b>	<b>Sciences</b>	<b>Design and Technology</b>	<b>Expressive Arts</b>	<b>Additional Opportunities</b>
Geography	French	Separate Sciences  Computer Science	Food Preparation and Nutrition	Art	Business Economics Finance Health & Social Care iMedia Photography Psychology Option Support Religious Studies PE
History	Spanish		Graphic Products	Drama	
			Product Design	Music	
			Textiles		

## **'STEP BY STEP' - HOW TO APPLY FOR KEY STAGE 4 COURSES**

1. Decide which subjects / courses you would like to study
2. Fill in the Application Form listing **SIX** subjects in **order of preference**.  
Make sure you have chosen a **Humanities** and **Languages** course as expected.
3. Do not apply for any course unless you have definitely decided that you are **fully committed** to this course.
4. Return the application form **to your form tutor** by **Friday 8<sup>th</sup> February 2019**.  
Your tutor will check through your application to make sure that it has been completed properly and discuss your choices with you.  
If there are any issues identified, you may be asked to amend the form or complete a new application.
5. After the form is completed and checked, it will be passed to Miss Scattergood.

### Please note:

- The forms may be submitted at any time before the 8<sup>th</sup> February 2019 deadline.
- Returning the form early is helpful in completing the whole Options process. It does not have any impact in terms of you receiving an offer of your first four choices.
- Apply for courses which offer you 'Breadth and Balance'.
- We cannot guarantee that you will get your first four choices.
- The order of preference of your **6 choices** will influence what is offered to you if we cannot timetable one or more of your first four choices.
- Your order of preference will also influence how the Option Blocks are put together. The order is very important, so we ask you to think very carefully about it.



## ADVICE TO STUDENTS: 'DOs AND DON'Ts'

### DO 😊

- Seek advice then think for yourself.
- Look for a balanced programme which meets your personal needs and particular interests: avoid 'too much of the same thing'.
- Show ambition.
- Research the subjects and courses which you are interested in.
- Think about what you are good at.
- Consider what you want to do in the future.
- If in doubt, 'keep your options open' and aim for 'balance' and 'breadth'.

There will be another opportunity to consider your options at the age of 16.

### DO NOT 😞

- Just follow your friends.
- Look for 'easy options' – there aren't any!
- Apply for just any course because you think it will be easier than others: the requirements of any course will be demanding from start to finish.
- Assume that a vocational course will automatically guarantee you a job.
- Rush your decisions.
- 'Window shop': choose courses on the basis of 'appearance' without actually knowing anything much about them.

# YEAR 9 OPTIONS APPLICATION

Name

Form

***It is expected that most students will:***

Choose a combination of subjects contributing to achievement of the English Baccalaureate (eBacc) qualification.

To achieve the full eBacc suite of qualifications, students need to attain a grade 4 or better in all three areas:

*1x Humanities + 1x Language + 2x Science courses*

To ensure breadth and balance, consider choosing from **at least 3 different 'Options Families'**.

- ◆ YOU **MUST CHOOSE SIX SUBJECTS**
- ◆ YOU MAY ONLY CHOOSE A SUBJECT **ONCE**

## The Options 'Families'

English Baccalaureate (eBacc) subjects			Non-eBacc subjects		
Humanities	Modern Foreign Languages	Sciences	Design and Technology	Expressive Arts	Additional Opportunities
Geography	French	Separate Sciences	Food Preparation and Nutrition	Art	Business
History	Spanish	Computer Science	Graphic Products	Drama	Economics
			Product Design	Music	Finance
			Textiles		Health & Social Care
					iMedia
					Option Support *
					Photography
					Psychology
					PE
					Religious Studies

My **6 choices** in order of preference are:-

1<sup>st</sup> choice:           \* GEOGRAPHY / HISTORY or            
\* Delete as required

2<sup>nd</sup> choice:           \* FRENCH / SPANISH or            
\* Delete as required

3<sup>rd</sup> choice: \_\_\_\_\_

4<sup>th</sup> choice: \_\_\_\_\_

First four choices cannot be guaranteed.  
 "Reserve choices" 5 and 6 are very important.

5<sup>th</sup> choice: \_\_\_\_\_  
 (Reserve)

6<sup>th</sup> choice: \_\_\_\_\_  
 (Reserve)

Student signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agreement of parent or guardian - "I support the above choice of options":

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**RETURN TO YOUR FORM TUTOR BY FRIDAY 8<sup>TH</sup> FEBRUARY 2019**

