

Dear Parents/Carers

**Re: Key Stage 4 Options process**

As per the communication at the end of last term, please be reminded that we are now starting the Key Stage 4 Options process for students in Year 9. This is where students select a number of subjects which they wish to continue studying in Years 10 and 11; a process where students make significant decisions about their future studies.

The details of the process are below.

Date	Activity
8th January	<ul style="list-style-type: none"><li>Options process begins: Parent Information evening 6-7pm</li></ul>
9th & 12th January	<ul style="list-style-type: none"><li>Assembly for Year 9 students explaining the process</li><li>Options booklet emailed to parents</li></ul>
Week of 12th January	<ul style="list-style-type: none"><li>Options booklet issued to students</li><li>Activities in form time on the options process and option subjects</li></ul>
19th January - 13th February	<ul style="list-style-type: none"><li>Options interview for each student with a member of the Options Team</li><li>In the interview, option choices will be discussed and subjects selected</li><li>Following the interview parents will receive a copy of the subjects discussed and selected. Parents may either accept the subjects selected in the meeting or contact the school for further discussion by emailing: <a href="mailto:options@tas.herts.sch.uk">options@tas.herts.sch.uk</a></li></ul>
25th February	<ul style="list-style-type: none"><li>Deadline for any amendments to the subjects selected</li></ul>
July 2026	<ul style="list-style-type: none"><li>Option subject allocation confirmed</li></ul>

During this process we want to provide as much support and guidance as possible through the options booklet, the online resources and the interviews with students. We have a dedicated options page on the school website: <https://www.tas.herts.sch.uk/> which contains a range of information, including videos from Curriculum Leaders giving details of each subject, a copy of the options booklet, the presentations shared with students and parents.

If you have any additional subject-specific queries please encourage your child to speak to their subject teacher or the Curriculum Leader for the subject as they will be best placed to answer.

For general queries, or for where more advice and guidance is needed, please contact the school using the Options Query form on the school website, or by emailing [options@tas.herts.sch.uk](mailto:options@tas.herts.sch.uk)

I hope you find the information you are provided with helpful and informative. We look forward to working through this process over the coming weeks and ensuring students embark upon courses in September 2026 which will lead them to success in the summer of 2028.

Yours faithfully



**Melanie Cook**  
Headteacher

