

24 February 2026

Dear Parents and Carers

RE: KEY STAGE 4 OPTIONS PROCESS 2026

We are writing to outline the options process for our current Year 9 students and to explain what will be happening over the coming months to support them in making informed and appropriate choices for Key Stage 4.

Choosing which subjects to study in Years 10 and 11 is an important milestone. Our aim is to ensure that students understand the range of courses available, the expectations of each subject and how their choices can support future pathways, while maintaining a broad and balanced curriculum.

How students will be supported

Over the course of the spring term, students will take part in a planned programme of assemblies, taster opportunities and guidance activities. These assemblies introduce the options process and give students the opportunity to hear directly from subject leaders about what studying different subjects at in Key Stage 4 involves. In addition, students will:

- Attend after-school taster sessions for a range of option subjects.
- Receive a Key Stage 4 curriculum booklet.
- Complete careers activities during tutor time using Unifrog.
- Have the opportunity to discuss choices with staff who know them well.

Key dates in the options process

- **January to early February** – A series of Year 9 assemblies introduce the process and provide subject-specific information.
- **February** – Students and Parents / Carers to receive a copy of the Key Stage 4 curriculum booklet.
- **March** – Year 9 Tutor Groups complete options and careers activities; students have the opportunity to attend after school taster sessions for subjects they are considering for Key Stage 4. Students will make their choices via a Google Form.
- **Thursday 23 April** – Year 9 Parents' and Options Evening. Parents/Carers will receive a copy of the options choices Google Form via email once the evening is over.
- **Friday 01 May** – Deadline for the Options Form to be submitted.
- **Throughout May** – The school reviews individual student choices; if the school has any questions about your child's subject choices, we will be in touch to discuss these and where appropriate, consider possible adjustments.

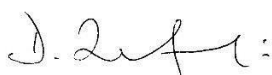
What parents can do

We strongly encourage you to:

- Talk through subject choices with your child.
- Use the Curriculum Booklet and Unifrog resources to guide discussions.
- Attend the Parents' and Options Evening on Thursday 23 April 2026.
- Ensure the Options Form is completed and submitted by the deadline

Further information will be shared at each stage and staff will be happy to support students in making well-considered decisions. Thank you for your continued support as we guide students through this important stage of their education.

Yours sincerely



Mr D Zeffie
ASSISTANT PRINCIPAL – CURRICULUM



Mrs L Bruce
PROGRESS LEADER – YEAR 9

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The GLC Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.

Chief Executive Officer: Viki Reid.

The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.



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