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**Chief Executive:** Mr D Judson, BEd, NPQH  
**Head of School:** Mr N Lindsay, BA (Hons), NPQH  
**Deputy Headteacher:** Mr S Rawle, BA (Hons), MA

17<sup>th</sup> January 2022

Dear Parent / Carer

## Re: 0061-21KTH – Year 9 KS4 Options and Parents' Evenings

### KEY MESSAGES:

- Year 9 VIRTUAL Parents' Evening - Thursday 3<sup>rd</sup> February 2022, 4:00pm – 5.55pm
- Year 9 VIRTUAL KS4 Options Evening (1) - Thursday 3<sup>rd</sup> February 2022, 6:00pm – 7.00pm
- Year 9 VIRTUAL KS4 Options Evening (2) - Wednesday 9<sup>th</sup> February 2022, 3:45pm – 4:45pm
- Parents / carers must log into the School Cloud Parents Evening System to book 5-minute appointments with teachers for each event
- Options video's and a brochure will be available on the school website  
<https://longfield.swiftacademies.org.uk/>

The scheduled Parents' and Options Evenings on Thursday 3<sup>rd</sup> February 2022 will now be virtual.

The Parents' Evening will take place between 4:00pm and 5:55pm. Due to the KS4 Options Evening being virtual, there will now be two opportunities to speak to staff regarding specific questions linked to option courses.

KS4 Options Evenings will be held as follows: -

1. Thursday 3<sup>rd</sup> February 2022 between 6:00pm and 7:00pm
2. Wednesday 9<sup>th</sup> February 2022 between 3:45pm and 4:45pm

### Year 9 Parents' Evening

This is a fantastic opportunity to discuss your child's progress throughout the academic year so far, and to find out the areas of focus for the remainder of the academic year.

For specific pupils, there will also be the opportunity to book an appointment with our Emotional Wellbeing Officer - Mrs Howlett and the Assistant SENCO - Mrs Walker.

Details of how to book Parents' Evening appointments can be found at the end of this letter.

### Year 9 KS4 Options Evening

Parents / carers will be able to book 5-minute appointments with teachers, for either of the KS4 Options Evenings, to discuss / ask questions regarding your child's KS4 Options. Details of how to book KS4 Options appointments can be found at the end of this letter.



During Key Stage 3, your child has followed a broad curriculum based on the many different subjects available at Key Stage 4. In addition to these, pupils will have the opportunity to study subjects that have not previously been available to them. In preparation, pupils will take part in pre-arranged taster sessions between 24<sup>th</sup> January and 7<sup>th</sup> February 2022. Taster sessions will take part during their normal timetabled lessons.

In addition to the individual virtual appointments that you will book via the 'School Cloud' parents evening system, we will create a 'Virtual Options Evening' on the school website. Here you will be able to view an instructional video from Mr Thompson, outlining how the options process works and what options are available. This will be supported with an options brochure and subject specific recordings which will detail information about each course. You will receive a description of how to go about working with your child to choose their options and how to complete the forms.

Within the 'Virtual Options Evening' section of our website, you will also find a 'Frequently Asked Questions' section. This will answer the most FAQ's relating to colleges, courses and the subjects which should be taken at KS4. Should you have any questions following your appointments, the FAQ's section is a great place to start. If you need further support with college courses, please contact Mrs Gill Smith, Careers Advisor via [gillsmith@longfield.swiftacademies.org.uk](mailto:gillsmith@longfield.swiftacademies.org.uk)

**Please note - Option forms must be completed via the website by Friday 4<sup>th</sup> March 2022.**

Week beginning 7<sup>th</sup> March 2022, pupil interviews will be arranged with the Senior Leadership Team to finalise pupil option choices.

Pupils will be allocated their first option choices wherever possible. In the case of a course being oversubscribed, a pupil's reserve option may be used.

## **Booking Appointments**

To book appointments for Year 9 Parents' Evening and the first KS4 Options Evening on **Thursday 3<sup>rd</sup> February 2022**, the appointment system is bookable from 8:00am Thursday 20<sup>th</sup> January 2022 until 12' Midday on Wednesday 2<sup>nd</sup> February 2022.

To book appointments for the second KS4 Options Evening on **Wednesday 9<sup>th</sup> February 2022**, the appointment system is bookable from 8:00am Wednesday 26<sup>th</sup> January 2022 until 12' Midday on Tuesday 8<sup>th</sup> February 2022.

To book appointments, please visit <https://longfieldswiftacademies.schoolcloud.co.uk/>

To login, you will need the following information:

- Your Full Name and Email (the same email address as we hold on file)
- Your child's full name and date of birth

**Appointments will last 5 minutes, after which the video call will end automatically; this is to allow for more parents / carers to be seen during the evening. You may choose whether you wish to enable or disable your camera, if you do not want to be seen, please disable your camera. Appointments must not be recorded. There is a finite number of appointments throughout the evening, and they are allocated on a first come first serve basis. Once all of the appointments are allocated there will be no additional appointments.**

For assistance on how to login in and book appointments, please see the parent guide attached to this correspondence.

To watch a video on how you attend the virtual sessions, please click on the link below.

<https://vimeo.com/473882995>

### **Further Information:**

**In order to make video calls you need to have as a minimum:**

- a device with a microphone and speaker / headphones
- a compatible up-to-date web browser:

**iPhone/iPad: Safari Note: there is a known issue joining video calls using iOS 14.2.**

**Please check your device does not run iOS 14.2, or use an alternate device.**

**Android:** Chrome or Firefox

**Windows:** Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))

**Mac:** Safari, Chrome or Firefox

**Linux:** Chrome or Firefox

**We also recommend:**

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo

If you have any questions regarding booking appointments, please contact reception by emailing [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk)

If you have any questions regarding Key Stage 4 Options, please do not hesitate to contact me via school reception or by emailing [kthompson@longfield.swiftacademies.org.uk](mailto:kthompson@longfield.swiftacademies.org.uk)

Yours faithfully,



Mr K Thompson  
Assistant Headteacher