

19th April 2016

**High Street Crofton
Wakefield WF4 1NF
Tel: 01924 862 985
Fax: 01924 865 985**

HEADTEACHER:
MR P WALKER BSC (HONS)
HEADTEACHER@CROFTONACADEMY.ORG.UK

Dear Parent/Carer,

I would like to take this opportunity to thank you and your child for returning option choices for Key Stage 4 courses, starting in September 2016.

To finalise the options process I would now like to invite you to attend an options counselling interview with your child on Wednesday 27th April between 4.00pm and 8.30pm. At the meeting a senior teacher and your child's Group Tutor will work with you to ensure you are happy with the choices made and that these are the most appropriate and suitable courses from those available.

Below is a reply slip. Please state your time preference and then return the slip to your child's Group Tutor who will issue an appointment time.

Should you have further questions about the process or meeting please do not hesitate to contact me.

Yours sincerely,



**P Walker
Headteacher**

**Yr9 Options Counselling Interview
Wednesday 27th April 2016**

Child's name Form

I/we will not be able to attend the Options interview

I/we will be attending the Options Interview and can attend at the following times:

4.00pm to 5.00pm	
5.00pm to 6.00pm	
6.00pm to 7.00pm	
7.00pm to 8.30pm	

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