



Alsop High School

14.09.26

Re: Guided Choices September Transfer Window – Year 10 Students

Dear Year 10 Parents and Carers,

I am writing to confirm that the September “transfer window” for Y10 Guided Choices opens this week. Students who wish to request a change of subject can now do so by following the below process:

- Students must attend in person a lunchtime drop-in on Thursday 17th September in room J2.
- There they can speak to a member of the KS4 Progress Team and request a change of subject.
- Changes will not happen straight away on request. We will consider all requests and any approved changes will be made together at the end of the September transfer window.
- Any students who have requested a change of subject will then receive another letter confirming the outcome.
- The new timetable reflecting any subject changes will then come into effect on Monday 28th September.

Please note that any requests to change subject will be carefully reviewed and considered by the school, and we cannot guarantee that all requests will be approved. There are many reasons for this:

- Some subjects may already be full, so a change may not be possible. Certain practical subjects have to be capped for health and safety reasons.
- Some requests to change may not be possible if they would create a timetable clash with another of the student’s chosen subjects.
- Some subjects may not be suitable for a student, based on their previous attainment or learning needs.

After the September transfer window is closed, students will be expected to continue with their chosen subjects until the end of Year 11 and no further requests can be approved. This helps us ensure that students have a stable and well-organised curriculum experience and the best possible chance to succeed.

We would like to take this opportunity to thank you again for your support and partnership throughout this process. If you have any questions or would like further information, please do not hesitate to get in touch.

Yours faithfully,

Mr A Hart
Assistant Principal