



Biddenham

International School & Sports College

Principal: Mr David Bailey

Head of School: Ms Eleanor Grylls

September 2026

Dear Parents and Carers,

Re: Year 9 GCSE Option change window

I am writing to inform you about the upcoming Option Change Window, which will run from Monday 21st September to Friday 25th September. During this time, students in Year 9 will have the opportunity to request a change to one of the four GCSE option subjects they selected at the end of Year 8. After this window has closed no further changes to options can be made to timetables.

The options change process is designed to ensure that any decision to change courses is thoughtful, informed, and in the best interests of the student's long-term education and future pathways. The process is as follows:

1. **Discussion with staff** – Students are responsible for their education and should first speak with their tutor and relevant subject teachers to discuss the reasons for wanting to change and the suitability of alternative subjects.
2. **Option Change Form requested** – If the student wishes to proceed, they should email Mr Foy who will provide them with an Option Change Form.
3. **Student reflection** – The form requires students to explain:
 - Their reasons for requesting the change
 - Evidence of research into the new subject and its suitability
 - How the change will support their future studies and post-16 choicesThis stage requires maturity and careful reflection from students.
4. **Form submission and Review** – Once completed, the Year 9 curriculum and achievement team will review the request, check class numbers, and liaise with the relevant Head of Department. *Please note that some subjects are already at capacity and changes may not always be possible.*
5. **Decision and timetable update** – If approved, the student's timetable will be updated.

We encourage you to support your child in making a well-considered decision. Changes should only be made where there is a clear educational benefit, and not simply for convenience or preference. If you have any questions about the process, please do not hesitate to contact George.Foy@Biddenham.beds.sch.uk

Thank you for your continued support.

Yours sincerely,

George Foy

Assistant Headteacher

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