

Tongue Lane, Leeds LS6 4QE

Telephone: (0113) 887 3240
E-mail: info@cardinalheenan.com
Website: www.cardinalheenan.com
Headteacher: Mr D Kelly BA (Hons) NPQH



26 September 2024

Dear Parents/Cares

Year 10 Options Subjects

I hope that your son/daughter has had a positive start to the new academic year, and has enjoyed the first few lessons of their Year 10 Options Subjects. When students made their choices in Year 9 we were keen to share plenty of information to help them to make informed choices. We do, however, understand that in some cases something will have changed between then and now, which could mean that your child wishes to change options subjects.

To address this, we are holding a **Transfer Window**. This is a final opportunity for any student who is unhappy with their current options subjects to request a permanent transfer to an alternative subject. After this time, it will not be possible for any further students to switch subjects as they will have missed too much learning to allow this to happen. If your child does change subject, they will need to catch up on any work they have missed in the course so far.

If you do wish to request a transfer for your child please complete this online [form](#) by **Thursday 3 October 2024**.

It is important to note that, whilst we will do our best to accommodate student's preferences, some subjects are now full and it will not be possible to move into these classes unless another child moves out (hence having a single transfer window deadline).

If you wish for your child to be considered to move options subjects, we ask that you first re-watch the subject information videos which remain available in the Curriculum section of our school website ([here](#)), as this will help your child to understand what they will learn in their chosen subject.

If you have any further questions, please do not hesitate to get in touch with me on ept@cardinalheenan.com.

Best wishes

Ms E Stockton-Pitt
Deputy Headteacher – Quality of Education

