



The  
Portsmouth Academy

Our Ref: AND/woo/Y9OptChLtr

29 September 2020

Dear Year 9 Parent/Carer,

**RE: Year 9 Option Changes**

We are now into our fourth week of school and Year 9 students have been settling well into their chosen options. During this time, a small percentage of students have requested to amend their options and on an individual basis, I have used my best endeavours to manage these changes.

In an effort to keep class sizes manageable and keep movement between classes to a minimum for Track and Trace, I am introducing a deadline of this Friday, 2<sup>nd</sup> October. Any changes after this date will only be made in exceptional circumstances.

Please feel free to contact me via [c.andrews@tsatrust.org.uk](mailto:c.andrews@tsatrust.org.uk) if you have any questions.

Yours faithfully,

Mr Chris Andrews  
Assistant Principal: KS4 Quality of Education