

Please complete this form and return to Mrs Kinross at the Godolphin and Latymer School by 12:00 on Friday 27th August.

Subject Changes UVI (A2)

Name		Form	
From (Subject)		To (Subject)	
AS Results (marks out of 300 for each subject as well as grades)			

Current subjects chosen for A2	Proposed subjects including changes

Reasons for proposed change of subject:

Please note that you **must** request a discussion with the Head of Department of the subject you wish to change to, as well as one with Miss Drennan, Head of Sixth Form prior to a subject change. Miss Drennan may then direct you to talk to Mrs Kaiser, Head of Careers. You may also request a meeting with a Senior Teacher responsible for the curriculum (Mrs Trimming or Mrs Kinross). **Do not assume that a change is possible until you have completed this form and received confirmation from Mrs Kinross; only then should you join your new class or drop a subject you originally chose.**

Please ensure that your parents approve of your decision and that they confirm this by commenting and signing in the box below.

Comments and confirmation of approval by parents
<p>Parent Signature:..... Dated.....</p>

This side for school use only

Timetable Blocking to be filled in by Mrs Kinross:

	A	B	C	D	E
Original Blocking					
New Blocking					

Comments (HOD of the subject originally chosen)
HOD Signature: _____ Date: _____
Comments (HOD of the new subject)
HOD Signature: _____ Date: _____
Comments (Head of Sixth Form/Careers)
Head of VI Form Signature: _____ Date: _____
Head of Careers Signature(if necessary): _____ Date: _____
Decision taken (Senior Teacher Curriculum)
Senior Teacher Signature: _____ Date: _____

Notice to AS/A2 girls entering the Upper Sixth in September 2010

If you wish to make any changes to your subject choices for your Upper Sixth year following your AS level results, **you will need to complete a subject changes form** and send it to Mrs Kinross at school, to arrive no later than **12:00 on Friday 27th August**. Then please come into school for a meeting in the Hall **between 3.15 and 4.00 pm. on Wednesday 1st September** to see Mrs Kinross, Miss Drennan and other staff as appropriate.

Please note that 'subject changes' includes the dropping of a fourth subject; it is vital that you take advice and that we know what you are studying and what you are not studying!

Subject changes forms (**green for UVI**) can be collected from the school office on AS level results day or accessed from the school website: www.godolphinandlatymer.com (click on curriculum, then Sixth Form; scroll down and follow link in bold print). You will need to complete the front page of the subject changes form, making sure that you obtain a signature of approval from a parent.

On receipt of your subject changes form, Mrs Kinross will check that it is possible to make the change(s) that you have requested within the timetable blocking system; please note that this can never be guaranteed although we always do our best. If your change is not possible Mrs Kinross will email you by 5.00 pm on Tuesday 31st August to let you know that this is the case; you may then wish to come to the subject changes meeting to discuss other options.

At the subject changes meeting at 3.15 pm on 1st September you should see Miss Drennan to discuss your proposed change and you should definitely have a discussion with the Head of Department of the subject you wish to change to. Mrs Kaiser (Head of Careers) and Mrs Kinross (Director of Studies) will also be available for advice. Staff will complete and sign the back of your subject changes form to indicate approval of your request.

Provided that your request is possible and approved, we will then process the changes and give you the correct timetable at the beginning of the Autumn term. Please note that any subject change request not received by 12:00 on Friday 27th August will not necessarily be processed by the beginning of the Autumn term.

If you wish to make changes after the beginning of term you should speak to Mrs Kinross in the first instance. Please **do not** drop a subject or change subjects until the necessary consultation has taken place and a new timetable has been issued to you.