

This side for school use only

BLOCKING						
	A	B	C	D	E	F
Original Blocking						
New Blocking						
Comments (Timetabler-if required)						

Comments (HOD of the new subject)	
HOD Signature:	Date:
Comments (Head of Sixth Form)	
Head of VI Form Signature:	Date:
<i>You may be directed to the Head of Higher Education and Careers by the Head of Sixth Form; in this case she should comment and sign below.</i>	
Head of Higher Education and Careers Signature:	Date:
Decision taken (Mrs Kinross)	
Signature:	Date:

Procedure for girls' subject changes

All UV girls going into LVI and wishing to make a subject change for the next academic year will be required to use the following procedure; **no changes will be accepted without this. Girls should not assume that a subject change is possible and must wait for confirmation of their requested change from Mrs Kinross.**

Girls must request a discussion with the Head of Department of the subject they wish to change to, as well as one with Miss Drennan (Head of Sixth Form), prior to the subject change. Discussions may also be requested with Mrs Kaiser (Head of Careers), and Mrs Trimming (I.B.Coordinator) or Mrs Kinross (Senior Teacher for Curriculum).

Subject changes before the start of term:

- Subject change forms (blue) will be available in school on the day of the GCSE results. After this date, subject change forms may be collected from the school office or alternatively they may be downloaded from the school website: www.godolphinandlatymer.com (click on curriculum, then Sixth Form ; scroll down and follow link in bold print).
- All forms must be returned to school, complete with a parent's signature, by 12:00 on **Friday 27 August 2010** and marked for the attention of Mrs Kinross.
- On Wednesday 1st September 2010 between 3.15 and 4.00 pm in the School Hall, there will be meetings for girls who have requested a subject change and made appointments with staff. **Please note that only Heads of Departments with whom appointments have been requested through the subject change form will be present.** Miss Drennan, Mrs Kaiser, Mrs Trimming and Mrs Kinross will all be available to discuss your subject choices with you.
- If approved, subject changes will be processed and revised timetables issued in time for the first day of term.
- **After 1st September no further changes will be possible for the first two weeks of term.** From Thursday 16th September until Tuesday 21st September further requests for subject changes will be considered, but girls should not assume that changes will be possible once courses are underway. Any girl wishing to make a subject change during this period should go in the first instance to Mrs Kinross.