

## Post results services and subject changes

Dr Jackson will be available in her office to talk to girls at the following times in August:

Thursday 19th	9-12	Post results services
Friday 20th	10-12	Post results services
Tuesday 24th	9-12	Post results services
Thursday 26th	10 -12	Post results services and Subject changes

Completed forms can be posted through the letter box in her office door when she is not in school.

### ***Post results services***

Girls wanting priority re-marks at A2 should see her on results day if at all possible.

Please note the early deadline (25 August) for priority re-marks and for photocopy scripts.

You should consult subject staff before making decisions about re-marks. If they are not in school, you may give the office your mobile number and ask if they can arrange for the appropriate person to call you.

### ***Subject changes***

You MUST consult Dr Jackson first. She will tell you if your new choice is possible and if so, if there is room for you in the set.

You should then use a pink form to show you have consulted the head of department for the new subject, the head of year and the headmistress before returning the form to Dr Jackson.

In the holidays, you may consult staff by email using the school email system.

Waiting lists will operate for over-subscribed sets. You will be put on the waiting list when Dr Jackson receives your completed pink form or an email equivalent.