

Request for Subject Change

Section 1 – complete this first

Name:

Form:

Original subject choices:

Requested subject choices:

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Check with Dr Jackson that this is possible

Section 2 – to be completed by the HOD of the new subject

HOD and subject teacher comments:

Signature of HOD

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Section 3 – to be completed by the Head of Year

HOY comments:

Signature of HOY

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Section 4 – to be completed by student and parent/guardian

I have discussed my proposed change with subject and pastoral staff, and the careers department if appropriate.

I understand that my request for a change of subject will only be granted if it can be accommodated within the timetable and will not seriously affect the sizes of teaching sets.

I understand that I need to inform the HOD of the subject I no longer wish to take.

Signature of pupil

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Signature of parent/guardian

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Section 5 - Headmistress

Signature

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Section 6 – Assistant Head (curriculum)

Signature

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