

*Please complete this form and return to Mrs Riley at Brighton College*

### Subject Changes U6th (A2) 2009-10

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

<b>Current subjects chosen for A2</b>	<b>Proposed subjects including changes</b>

<b>Reasons for proposed change of subject:</b>          
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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 Mr Beard, Head of Sixth Form, or Mrs Riley prior to a subject change. **Do not assume that a change is possible until you have completed this form and received confirmation and a new timetable from Mrs Riley or Mr Carr Hill; 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.

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

*This side for school use only*

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Original Blocking</b>				
<b>New Blocking</b>				

<b>Comments (HOD of the subject originally chosen)</b>	
HOD Signature:	Date:
<b>Comments (HOD of the new subject)</b>	
HOD Signature:	Date:
<b>Comments (Head of Sixth Form/Careers )</b>	
Head of VI Form Signature:	Date:
<b>Decision taken (Deputy Head Academic)</b>	
Deputy Head Academic Signature:	Date:

## Notice to AS/A2 pupils entering the Upper Sixth in September 2009

### Procedure for U6th Subject Changes

If you wish to make any changes to your subject choices for your Upper Sixth year following your AS level results, please complete this form as soon as possible, and send it to Mrs Riley to arrive by 28<sup>th</sup> August. She will be available in her office on results day and between 14.00 and 16.00 **on Wednesday 2<sup>nd</sup> September** to confirm or discuss any changes with you.

**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! Please return the form completed if you intend to drop one of your AS subjects.

Mrs Riley and Mr Carr Hill 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 you wish to change subjects and have checked that this is possible, you should then see your Housemasters and mistresses to discuss your proposed change. Mr Beard will also be available for advice, and you should definitely have a discussion with the Head of Department of the subject you wish to change to. The form requires signatures from these people before any changes can be made to the timetable.

Subject changes forms (**pink for U6th**) can be collected from the Great Hall and Reception on AS level results day, picked up from Mrs Riley's office or accessed from the school website: [www.brightoncollege.net](http://www.brightoncollege.net) (click on senior school, academic life, sixth form)

Before coming into school on Wednesday 2<sup>nd</sup> September, please complete the front page of the subject changes form, obtaining a signature of approval from a parent; then bring this form with you when you meet Mrs Riley or Mr Carr-Hill after 14:00 on Wednesday so they can fill in the back page as appropriate. Provided that your request is possible and approved, we will then process the changes and give you the correct timetable as soon as possible.

If you wish to make changes after the beginning of term you should speak to Mrs Riley or Mr Carr-Hill in the first instance, and then seek advice from your Housemaster. 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.

During weeks 1 and 2, until Friday 11<sup>th</sup> September Mrs Riley and Mr Carr-Hill will be available Tuesday to Friday between 16:00 to 17:00 in their offices to discuss further requests for changes. Pupils should not assume that changes will be possible once A2 courses are underway. Any pupil wishing to make a subject change after this period should get a **pink subject change** form from their Housemaster in the first instance and then go to Mrs Riley, Deputy Head Academic to discuss it further.