# **CONSULTATION FORM FOR PROGAMME CHANGE AT 16 +**

NAME: ……………………………………… TUTOR GP: …………………………..

I wish to drop: (subject) ………………………………… and swap to : …………………………….

Other subjects currently studied: ………………………………………………………………….

Grades achieved at GCSE: Number of grade 8/9: Number of 6/7: Number of 4/5:

**Step 1:** I have read the notes overleaf and have already talked to my teachers about my worries to

try and resolve them. I’m aware that this is a consultation process and cannot presume that it will

lead to me dropping this subject until my head of year has formally approved this.

**Step 2: Initial discussion with Tutor / HoY / Mr Shaw**

Reasons/future plans/other considerations:

**Step 3: Views of Teachers** (NB this is still the early stage of a consultation process on **whether the right subject is being dropped**. You are therefore being asked for your views on whether the student has the capacity for success in your subject, their apparent level of engagement/achievement, and if they are behind then by how much. Please send an email if you have additional thoughts to communicate. A final decision will be taken by the HoY when all evidence is collected.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Teacher | Engagement | Predict | Comment |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Step 4: Parent/carer Consent -** Please read the reverse of this sheet, sign it and indicate to what extent you support the students request

Step 5: Decision meeting with Head of Year / Mr Shaw

Outcome: *Approved / Not Approved*

Conditions and future actions:

 Head of Year ……………………………

Step 6: Completion

PROGAMME CHANGE AT 16 +

1. If change is after 1st February and exam entries might have been made, check costs with the exams office.

Exams Officer signature: ……………………….......

**YOU MUST NOW CONFIRM THAT ALL BOOKS HAVE NOW BEEN RETURNED TO SUBJECT TEACHERS.**

Teacher signature: ………………………………......

When completed, bring this form to reception for your timetable to be changed. Remember there may be exam costs if you do this process too late or do not complete every stage of it.

Student guidance

We are happy for students to drop to three A Level subjects when the time is right for them, but it is important that this decision is well thought through and that the right subject is being dropped for the right reasons.

The first step is probably the most important. Many students ask to drop a subject when they are stressed or stuck and without properly talking this through with their teachers. Sometimes it is a response to a particular poor grade, or a pressing deadline you feel you may not meet, or a backlog of work. However, staff have a lot of experience and can suggest many ways to help get you out of the difficulty you are in. They may also have quite different perceptions of what is going on. You may not have an accurate sense of your own strengths and weaknesses, or of the progress you are making. The rest of the course may also be very different to the bit that you are struggling with now.

If, having had this kind of conversation, you feel that you might want to drop a subject the formal consultation begins. This process is normally managed by your tutor, who begins the process with a thorough discussion. However, if you are only studying three full A Level subjects then there are serious consequences to a further timetable reduction, and this will almost certainly involve an early discussion with your Head of Year. Many students feel they need to reduce their timetable to cope with workload but don’t think through how they could change the way they are working to enable them to cope, or they pick the wrong subject to drop based on a false sense of which they are likely to do least well in. Other students don’t think through the impact of their choice on their future progression plans.

You need to seek the views of teachers of ALL your subjects. The final decision will then be taken along with your Head of Year on the basis of all the evidence collected. If it is agreed, you will drop then they will add a supplementary course to your timetable or agree an alternative. You should know that if you have already been entered for an exam in the subject (which could take place from 1st February onwards) you may be asked to cover the entry cost of this exam.See the exams office to check this.

If you get stuck with this form at any stage, speak to your tutor or to the reception staff for help.

Parent/Carer guidance

Dear Parent/Carer

A number of students consider dropping subjects in year 12 or year 13. Sometimes the decision to drop a subject is sensible and appropriate. Your young person may have chosen a subject to which they are ill-suited; they may be doing too many subjects, or they may have health issues that make it difficult to cope. Dropping a subject may allow them to concentrate more fully on remaining subjects.

However, sometimes it is not a sensible or appropriate decision. Your young person may be rushing a decision; they may not be thinking about the long-term consequences; they may not be working as hard as they should be, or they may not know how to get themselves out of difficulty.

We need to consider their plans for their future, their ability, and the progress being made in other subjects. The comments provided by the tutor and subject teachers should give you an indication of whether staff feel their proposed course of action is appropriate or not. The decision, once taken, is probably irreversible. It may have an effect on the type of course or institution your young person is able to apply to for higher education so some HE research may be necessary.

For this reason, we would urge you to talk things through thoroughly with your young person and note any issues or questions on this form. You may well have a clearer perception of the level of work that they seem to be putting in that anyone else. If you are happy to support your child’s request, then simply tell us your view and sign the form below. However, if you would like to talk to someone about this, please email your young person’s tutor or contact reception on 0117 3532073.

Parent comment

 Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_