



**KING EDWARD VI  
CAMP HILL  
SCHOOL FOR GIRLS**

**KEVI CAMP HILL SCHOOL FOR GIRLS  
SUBJECT CHANGE POLICY– NOVEMBER 2018**

**From: November 2018      Date of Review: November 2019**

**GCSE Options (Year 9 into Year 10)**

Students make their initial choice of GCSE subjects in the Spring Term after the Year 9 Options Evening and Parents' Evening have taken place. Students should also talk to their subject staff, form tutors and if necessary their Head of Year who will support them in the decision making process. Students have the opportunity to ask questions about the process during PSE lessons.

Students should recognise that the change to GCSE may not always be straightforward and that they should talk to subject staff and their form tutor about any difficulties they encounter prior to requesting a change of subject.

Once the initial options choices have been completed, the options blocks are determined and students can continue to request a change of subjects as follows:-

Before the start of term in September	Students may request changes to the subjects they wish to study at GCSE by asking their parents to email or write to Dr Rose, requesting a change of subject.
After the start of term <b>Deadline: 30<sup>th</sup> September No late requests will be considered.</b>	Students should discuss any proposed subject changes with the relevant subject leaders, their parents and the Head of Year 10. A completed subject change request form should be given to Dr Rose <b>no later than 30<sup>th</sup> September.</b>

The school will operate waiting lists for subjects that are oversubscribed.

**A Level Options (Year 11 into Year 12)**

Students make their initial choice of Y12 subjects in the Spring Term after individual careers interviews, the Sixth Form Open Evening, Mock examinations, the Year 11 Parents' Evening and an individual conversation with a senior member of staff.

Students should recognise that the change to A levels may not always be straightforward and that they should talk to subject staff and their form tutor about any difficulties they encounter prior to requesting a change of subject.

Once the initial options choices have been completed, the options blocks are determined and students can continue to request a change of subjects as follows:-

Before the start of term in September	Students may request changes to the subjects they wish to study at A level by asking their parents to email or write to Dr Rose requesting a change of subject. Some students may need to change their A level choices based on their GCSE outcomes.
After the start of term <b>Deadline: 7<sup>th</sup> October No late requests will be considered.</b>	Students should discuss any proposed subject changes with the relevant subject leaders, their parents and the Head of Year 12. A completed subject change request form should be given to Dr Rose <b>no later than 7<sup>th</sup> October.</b>

The school will operate waiting lists for subjects that are oversubscribed.

### A Level Options (Year 12 into Year 13)

Once the initial options choices have been completed, the option blocks are determined and students can continue to change their choices for Year 13 as follows, although the nature of the options blocks will mean that some subject combinations may not be possible.

Before the start of term in September	Students may request changes to the subjects they wish to continue to A level by discussion with Dr Rose. Some students may be advised by staff to reconsider their A level choices based on their grades.
After the start of term <b>Deadline: 30<sup>th</sup> September No late requests will be considered.</b>	Students should discuss any proposed subject changes with the relevant subject leaders, their parents and the Head of Year 13. A completed subject change request form should be given to Dr Rose <b>no later than 30<sup>th</sup> September.</b>

J Rose  
November 2018