



Headteacher:
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15 June 2016

Dear Parent/Carer Year 12 student,

I am writing to you regarding the new A2 and A-level courses starting this week.

Some students have indicated that they do not wish to continue studying one of their AS courses in Year 13. Where a student is studying 4 AS levels and wishes to stop studying one of them, then this is something we will support with the following conditions:

- Where a student stops studying a subject now, they will not have the option to start that subject again in September, as they will have missed too much of the Year 13 course content this half term
Any subject drops must be approved by the 6th Form leadership team, to ensure that students are not putting their place in Year 13 at risk

It is vital that where a student opts to continue only 3 subjects for the remainder of this term, then their attendance and effort in those subjects must be exemplary.

I would be grateful if you would sign and date the slip below to confirm that you support your son/daughter's decision. Students should then take the slip to the relevant Department Leader for them to sign it, and then hand it in to me, so that their timetable can be amended accordingly.

Please do not hesitate to contact me if you have any queries about this matter.

Yours sincerely,

[Handwritten signature]

I Duffell (Mr)
Director of 6th Form

Return to Mr Duffell - AS Subject Drops

I am happy for Name:..... Form:

to stop studying Subject: with immediate effect and we understand that she/he will not be able to pick the subject up again in September 2016.

Parent/Carer signature:..... Date:.....

Department Leader signature:..... Date:.....

