

27 September 2021

Dear Parent/Carer

Re: Year 9 Course Change Requests.

We are delighted with how Year 9 have settled into college life. Thank you for your support, especially with ensuring the students are following government guidelines around attendance and having the right equipment each day. Hopefully your child has enjoyed their first few weeks at the College and their chosen option subjects.

However, we recognise that some students may wish to review these choices. As stated previously there is a small window of opportunity for students to request a change to their current options. Whilst we will look to make as many of these changes as we can, a request does not automatically mean a change can happen as some courses are already oversubscribed or combinations of subjects are not possible.

If you do wish to request a change of course, please fill in the form on this link:

<https://forms.office.com/r/JvM4FXyVFr>

even if you have already discussed possible changes with staff previously, **by Friday 8 October 2021**. Changes will be reviewed at this point and are not done on a first come first served basis. Any possible changes will be implemented, and your child will receive an update by **Monday 18 October 2021**.

Thank you once again for your support and we are very much looking forward to welcoming you to the Tutor Evening on Thursday 21 October 2021, a separate letter will follow regarding this. This is planned to be a face to face meeting but is subject to change at short notice if restrictions are imposed.

Yours Sincerely



Mrs V A West
Assistant Principal
Raising Achievement Leader Year 9

**Year 9 Course Change Request Form return to student services FAO V West
(if unable to access electronically)**

Student Name

Current Option

Requested New Option

Reason for change

Parent's Name Parent's Signature.....

Date



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