Dear Subject Leader,

“Student’s name” has requested to swap an A-Level subject and join your subject.

In order for this to happen at this late stage we are advising the student to meet with you to ascertain how much content they have missed and how they plan to catch-up.

**Please be advised, that the onus is on the student to catch-up and this does not involve any extra support from the subject teacher(s).**

Once this discussion has happened the student must see Mrs Hawkins to confirm the change.

Kind regards,

Sarah Shales

Head of Sixth Form