



SIXTH FORM GUIDEBOOK

FOR

STUDENTS, PARENTS AND STAFF

September 2017

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 F ICT Acceptable Usage Contract  
 G Annual Medical Consent for Visits

## INTRODUCTION

We hope that your son or daughter is settling into Sixth Form life and have established their daily routine. Students had an induction on their first day to familiarise them with student life and our expectations. Whilst the ethos in the Sixth Form is to grant students more freedom and privileges than in lower school, we do require them to behave responsibly and attend **ALL** lessons, morning registration, timetabled study sessions, work experience placements, tutor time, mentoring meetings and participate in enrichment activities.

This Guide has been created to support students, parents and staff over the next two years with important information you should need to know. Other letters and communication will also be sent out from time to time. Another good point of reference is our Sixth Form web page which has details of any current letters and other relevant key documents: [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk)

## HOW TO CONTACT US

If you should have any query or concern about your son or daughter at any time, you should speak to their Tutor in the first instance (see covering letter for contact details). In exceptional circumstances it may be necessary to contact a member of the Sixth Form Leadership Team and contact information is listed below:

Mr Hawksworth, Head of Sixth Form	01531 638452	<a href="mailto:m.hawksworth@jmhs.hereford.sch.uk">m.hawksworth@jmhs.hereford.sch.uk</a>
Mr Price, Deputy to Head of Sixth Form (Y12)	01531 638451	<a href="mailto:c.price@jmhs.hereford.sch.uk">c.price@jmhs.hereford.sch.uk</a>
Mrs Law, Deputy to Head of Sixth Form (Y13)	01531 638451	<a href="mailto:m.law@jmhs.hereford.sch.uk">m.law@jmhs.hereford.sch.uk</a>

A full list of Sixth Form staff is shown as Appendix A and they can be contacted on 01531 631012.

## EMAIL CONTACT WITH PARENTS/CARERS

It is important that whilst your son or daughter studies at the Sixth Form we are able to communicate effectively with parents; past experience has shown that early contact is essential in supporting students. We will send home regular progress checks and reports, however, it would be useful to have on record an email address that staff can communicate with parents as and when required. If you are happy to provide this information, please can you send an email to [c.allcock@jmhs.hereford.sch.uk](mailto:c.allcock@jmhs.hereford.sch.uk) with your son or daughter's name stated clearly in the mail message.

The email addresses will be kept securely and confidentially and will be used solely by the school; they will not be passed on to any third party organisations.

## STUDENT AGREEMENT

This clearly lays out the expectations of the student during their time at Sixth Form. Students have been given a copy and asked to accept the Agreement by signing and returning. A copy of the Agreement is shown as Appendix B.

## KEY DATES

A list of key dates for the Sixth Form is shown as Appendix C. These are continually updated and a copy placed on the Sixth Form web page on the website: [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk)

**ARRIVING AND LEAVING SCHOOL SITE**

For Health & Safety reasons it is important that all students are present for morning registration by 8.50am. Crucially ALL students must sign in and out of the school site in the Sixth Form Centre. Students who fail to do this will lose their Sixth Form privilege of being able to leave the site during the school day.

**FIRE EVACUATION PROCEDURES**

In the event of a fire evacuation, students should leave the building they are in by the nearest designated exits. Under no circumstances should anyone attempt a short cut through the school. It is important that everyone moves quickly and quietly to the appropriate place. Students should line up on the Lower Tennis Courts adjacent to the Sixth Form in their assigned Tutor groups. A register will be taken by members of staff present. Students must not re-enter any buildings until authorised to do so by a member of staff.

**TIMINGS OF THE SCHOOL DAY**

am reg	08.50 – 08.55
P1	08.55 – 09.55
P2	09.55 – 10.55
Brunch	10.55 – 11.15
P3	11.15 – 12.10
P4	12.10 – 1.10*
Lunch	1.10 – 1.50
pm reg	1.50 – 2.15 ( <i>tutor sessions and mentoring</i> ) – Tuesday only
P5	2.15 – 3.15

*\*On Wednesdays, Sixth Form lessons will end after P4 for Enrichment activities.*

**SCHOOL YEAR 2017-18**

Please see Appendix D.

**PHOTOGRAPHS**

Group formal and informal photographs are taken of Y12 students on their first day of term and these will be available to purchase subsequently. From time to time we may wish to take photographs of activities that involve your son/ daughter. These photographs may be used for displays, publications and on a website by us, Herefordshire Council or local newspapers. Photography or filming will only take place with the permission of the Head of Sixth Form and under appropriate supervision. Parents are asked to sign a copy of the Consent Form and return to the Sixth Form. A copy of the form is shown as Appendix E.

**ICT ACCEPTABLE USE CONTRACT**

A copy of the Contract is shown as Appendix F and parents are asked to sign a copy of the Contract and return to the Sixth Form.

**DRESS CODE (SIXTH FORM ONLY)**

Whilst students are not required to wear uniform in the Sixth Form, we do expect appropriate standards of dress which are suitable for a place of work.

### **MOBILE PHONES (SIXTH FORM ONLY)**

Students should have their mobile phones switched off or on silent mode during lessons and should not have them visible. Outside of lessons mobile phones are restricted to be used in the Sixth Form Common Room, Dining Room or offsite.

### **SMOKING**

Students are not permitted to smoke anywhere on the school site. Outside of their lessons, students are asked to smoke off site and be considerate to our neighbours by not congregating in groups outside residents' homes or near either of the school entrances. Students are requested to 'walk and smoke' as far as is practicable, ensuring cigarette butts are extinguished and disposed of correctly with no littering.

### **FACILITIES**

The Common Room is well equipped with a flat screen TV, WI-FI connection, pool table and a football table for students to use. For added security and safeguarding of students, CCTV cameras have also been installed in both the Common Room and rear entrance of the Sixth Form Centre.

The Private Study room has over 30 computers with broadband access and is supervised for quiet study time. To avoid disturbance to others, there is also a second Private Study classroom downstairs if students wish to work together in groups to discuss their work.

The kitchen has a kettle, cold water dispenser, a fridge, microwave and toaster. Students are welcome to use the facilities but request they always leave the kitchen in a tidy and clean state.

As in lower school, students can either bring their own food to consume or purchase food from the main school dining room during brunch and lunchtimes. NB: *Cash is no longer accepted in the dining room and ParentPay is the preferred option. For information on how parents can pay for school meals, trips and events please follow this link: <http://www.jmhs.hereford.sch.uk/parent-pay/>*

A small number of lockers have been provided for students to use and a charge of £7 is made for locker keys with £5 being refunded when a student returns the key. If a student would like a locker they should speak to the Student Support Officer.

### **NUMBER OF TIMETABLED HOURS**

In addition to four hours per subject, students will also be required to attend a study period for each of their chosen subjects which will be timetabled by the Faculty and a room allocated for independent study. These sessions are all compulsory and are included in a student's attendance figures.

Other compulsory timetabled sessions will include: morning registration, Tutor group meetings, mentoring and an enrichment session on a Wednesday afternoon.

### **IF LESSONS ARE CANCELLED**

To minimise disruption, should a member of staff be absent, we will always endeavour to cover the lesson with a specialist teacher. However, if this is not possible, students will be registered and sent work by email to undertake in the Private Study, which is supervised.

## CHANGING COURSES

If a student decides they no longer wish to continue with a subject or want to transfer to another, they must complete a Course Change form. This allows a proper consultation process and must be signed off by their subject teacher, parent and the Head of Sixth Form. The completed form should be passed to the Student Support Officer for processing. NB: The deadline for course changes is **22 September 2017** and students will not be permitted to drop subjects thereafter (unless they are transferring between courses).

## BUS PASSES – POST-16

For a post-16 bus pass you will need to apply to the Council where your household council tax is paid to. For Herefordshire Council, if you meet the eligibility conditions you can apply for a subsidised bus pass online: [https://www.herefordshire.gov.uk/info/200187/public\\_transport/166/school\\_and\\_college\\_transport/2](https://www.herefordshire.gov.uk/info/200187/public_transport/166/school_and_college_transport/2). The subsidised fees for 2017-18 are as follows: Autumn term £276, Spring term £276 and Summer term £213. Please ring 01432 260937/31 or email [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk) if you should have a query.

## BICYCLES, SKATEBOARDS OR SCOOTERS

For safety reasons, these should not be ridden anywhere on the school site and should be pushed or carried.

## PARKING PERMIT

If a student wishes to drive to school, they will need to complete an application form for either a car or a motorcycle permit. Students will need to provide a photocopy of their driving licence and a valid certificate of insurance. Students must keep to the conditions outlined on the application form and if there is an incident of disobeying the conditions then permission will be withdrawn to bring their vehicle on site.

## 16-19 BURSARY

Schools, colleges and training providers have been allocated funds by the Government to help students studying or starting a full-time course who might encounter difficulties with meeting any costs associated with their studies. There are two types of bursary:

1.	<p><b>Vulnerable Bursary (Application A)</b></p> <p>Students who meet the following criteria are eligible to receive up to £1,200 a year:</p> <ul style="list-style-type: none"> <li>• in care</li> <li>• care leaver</li> <li>• getting <a href="#">Income Support</a> or <a href="#">Universal Credit</a> in place of Income Support in your own name</li> <li>• getting <a href="#">Employment Support Allowance</a> (or Universal Credit in place of ESA) and Disability Living Allowance or <a href="#">Personal Independence Payments</a> in your own name</li> </ul> <p>If you wish to apply for the full bursary of at least £1.2k, applications with supporting evidence need to be received by no later than Friday 22 September 2017.</p>
2.	<p><b>Discretionary Bursary (Application B)</b></p> <p>Awards are made by the Sixth Form to young people in ways that best fit their needs and circumstances. Bursary awards are targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment. If you wish to apply for a discretionary bursary, applications need to be submitted with supporting evidence as soon as possible.</p>

Application forms and guidance on how students can apply for either a full or discretionary bursary are available on the school's website [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk) or from Student Support: 01531 638451.

## **FREE SCHOOL MEALS**

A student is only eligible to receive a free meal when they, or a parent/ guardian on their behalf, have made a successful application to the institution where they are enrolled. Further guidance is available on the school's website [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk) or from Student Support Officer: 01531 638451.

## **ATTENDANCE & ABSENCE PROCEDURE**

Students are expected to maintain attendance of at least 95% and their attendance is recorded by teaching staff at the start of lessons. Attendance is monitored by the Student Support Officer and any absence where no reason has yet been given will be investigated. Students' absence will be closely monitored by the Subject Teacher and Tutor who will intervene and make contact with home if required. Any student who is persistently absent will be referred to the Head of Year or Head of Sixth Form to arrange a meeting with parents to discuss a resolution and the way forward.

- If a student is absent, either the student or parent are asked to contact the Student Support Officer on 01531 638451 the same day to give a reason for the absence
- If a student knows of any dates in advance when they will be absent (university open days, medical appointments, etc) they should advise their teachers and the Student Support Officer and arrange to catch up with any missed work
- Holidays in term time are discouraged and in all cases a holiday form should be submitted to the Head of Sixth Form for consideration; forms are available from the Student Support Officer.

If a student feels unwell during the school day they should speak to a member of staff before leaving the school site. Staff can then contact a parent/carer to keep them informed and make a decision about whether the student is permitted to leave school site or if they need to be collected by parent/carer.

As students have a number of free periods, all medical appointments, driving lessons and paid work should be arranged outside of lesson time as far as is practicable.

## **EXPECTED BEHAVIOUR**

As senior members of the school community, students are expected to work hard and be good role models for other students at all times. If a student's behaviour is deemed unacceptable at any time an escalating procedure is followed by the Tutor and Head of Year depending on the nature of the incident or if the student's behaviour does not improve.

All students are asked to sign a 'Student Agreement' which clearly lays out our expectations and standards. The Tutor will monitor each student in line with concerns raised at any time for behaviour, attendance and performance and then if required set targets for the student to improve. If no improvement is made then the Tutor will refer the matter to the Head of Year who will arrange a meeting with parents to discuss concerns; if there is still no improvement, ultimately it may be necessary to refer to the Head of Sixth Form who will arrange a meeting with parents to agree a plan of action and discuss the way forward.

## COMMUNICATION WITH STUDENTS

Students are communicated with in a number of ways and it is therefore essential that students take responsibility for their own learning and ensure they check the above information points on a regular basis.

Email	Noticeboards
Individual pigeon holes	Intranet
Screen in lobby	Tutor time
Whiteboard in Common Room	

A directory of resources has been created for students to use which can be accessed through the Shared Area: W:\Sixth Form\Subjects. The Sixth Form folder has been split in to two sub folders: 'Subjects' and 'Experience'; students need to familiarise themselves with this area as any documentation for subjects or other useful resources will be saved here.

## TUTORING

Students have been assigned an Academic Tutor and Tutor Group and are required to attend tutorial and mentoring sessions as arranged by their Tutor. These sessions will usually be during afternoon registration (1.50pm – 2.15pm) and are crucial in supporting students with their academic learning, target setting, organisation and personal development. Tutors will also be responsible for writing references for university applications.

## PROGRESS CHECKS AND REPORTS

Progress Checks	20 November
Reports	Y13 26 January & Y12 Friday 15 June
Parents Evening	15 February
Y12 UCAS Prediction Exams	Tuesday 1 May – Friday 11 May
Assessments (internal)	11-15 December – timed assessments Y13 – Mock exams 26 February – 5 March

## TARGET GRADES

The Sixth Form uses value added analysis from Oxford Analytics which measures progress from GCSEs to Advanced Level courses. This data can be evaluative and retrospective and can be sub-divided to consider such things as male/female performance and the results of individual departments. Upon entry into the Sixth Form, an average GCSE score per student can be calculated and the figure can determine the expected score at 'A' level using Oxford Analytics predictions. These grades will then be used as a benchmark to monitor progress along with aspirational targets which are set by the teacher and agreed with students.

## USE OF PRIVATE STUDY

In order to be successful on their chosen A-level courses, students will generally be expected to undertake approximately 4-6 hours of study (per subject) per week outside of timetabled lessons. Students are actively encouraged to use the Private Study during their free periods to facilitate this. In addition to this independent study, one hour (per subject) will be timetabled and completed in a room nominated by the Faculty and these sessions are compulsory.

The Private Study, which is supervised for the majority of the time, is appropriately furnished and equipped with computers and useful reference books/university prospectuses. There is also a further 'quiet room' facility on the lower floor of the Sixth Form Centre.



## EMPLOYMENT

The maximum number of recommended hours a student should undertake paid employment is 10 hours per week outside the hours of 9am – 3.15pm. This is the absolute maximum and to exceed this is likely to harm and compromise the progress of the student's studies.

## EXAMINATIONS

Under normal circumstances no external AS examinations will be taken at the end of Y12; instead challenging internal prediction exams will occur in each subject over ten days in May (1 May – 11 May). This will give students an accurate assessment of the level they are working at and will be used by staff when predicting grades and writing university and apprenticeship references. They are therefore referred to as 'UCAS Prediction Exams'.

For exam information, please check our website [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk) or contact the Examinations Officer, Mr Kerr (01531 638481).

**NB:** For students studying BTECs or the Cambridge Technicals the coursework final deadlines are different to A-level courses. Final drafts of all Y12 and Y13 coursework should be submitted by no later than **Friday 15 June** to allow staff time to mark and moderate. *In Y12, it is a pre-requisite that a student must have completed all Y12 coursework by this deadline in order to be permitted to continue with the course in Y13.*

### Results days – to be confirmed

<http://www.jmhs.hereford.sch.uk/parents-information/exam-dates/>

- Thursday 16 August 2017 for GCE Summer 2018 series
- Thursday 23 August 2017 for GCSE Summer 2018 series

## STUDY LEAVE

Students are not granted generic study leave but time to study prior to examinations is negotiated and tailored to meet the needs of each individual student in consultation with teaching staff, mentors and Heads of Year. Y13 students will attend revision sessions and will leave after their last exam and/or when they have received confirmation from their teacher that they have completed all their BTEC or Cambridge Technicals coursework to the required standard.

## EXTENDED PROJECTS

Y12 will be given the opportunity to complete an Extended Project which can be a practical project with a 1,000 word essay *or* a straight research essay of 4,000 – 5,000 words. For either option students also need to complete a project log and deliver a presentation on their research area.

Students will have a group taught element to equip them with the necessary skills to successfully complete their projects and will be assigned a teacher supervisor in their subject area who they will meet regularly. The benefits of doing an Extended Project are:

- Equivalent to half an A-level – so extra points!
- It allows students to talk convincingly at interview about the choices they are making for university or careers
- students learn study skills crucial for success at university

If students have any questions then please see Mrs Law.

## HIGHER EDUCATION PROGRAMMES

In Y12 academically gifted students are offered the chance to participate in two parallel programmes to realise their potential to win places at the highest ranked and most competitive universities.

- The 'Early Applicant' Programme is designed for those considering applications to the universities of Oxford or Cambridge or for other competitive 'early applicant' courses (including Medicine, Dentistry and Veterinary Science with students being offered dedicated advice and support.
- The 'HE+ Programme' is run by Cambridge University in partnership with a select group of maintained sector sixth forms. The purpose of this initiative is to increase student aspiration and encourage applications to competitive universities; the programme provides extension lessons, master classes and specialist advice on competitive entry university applications. There is also a limited number of places on a two day visit to Christ's College, Cambridge to experience master classes delivered by current Professors.

## CONSENT FOR OFFSITE VISITS

In order to reduce the administrative pressure on parents/carers the Sixth Form will request only one medical consent form per student which will cover all normal school activities, challenge days, visit to Ledbury, after-school clubs and sports fixtures for the duration of their sixth form studies. It will not cover overseas trips, where more detailed information is required. By completing this form you will be giving medical consent for your son or daughter whilst they are off-site and in our care. Before any visit (apart from sports fixtures and after-school clubs), a member of staff will write to you, outlining the details of the visit. At the bottom of the letter will be an option for you to withdraw your son or daughter from the visit if you do not wish them to attend. It is parents/carers responsibility to ensure the medical information is accurate in the first instance and **should it change** inform the school so we can update our records. If the school does not receive a medical consent form then your son or daughter will not be able to go on the planned offsite trip. A consent form and covering letter can be found as Appendix G.

## ENRICHMENT

There are no lessons timetabled on Wednesday P5 to allow students to be involved in enrichment activities which include Team Sports, Fusion Performing Arts Group, Volunteering and a Debating club. Fixtures for Football, Rugby, Netball and Mixed Basketball will also take place on Wednesday afternoon. The Private Study is available for students to use but the Common Room is closed from 2.15pm to encourage students to participate in an activity.

## STUDENT VOICE

Students have the joint responsibility for running and Chairing the Student Voice with support from the Head Boy, Head Girl, House Captains and other volunteers. These students form the Student Voice and with the guidance from the Head of Year will meet regularly to organise social and charity events for the Sixth Form to ensure inclusivity of all students.

## LEADERSHIP OPPORTUNITIES

There are many opportunities for the students to get involved in at John Masfield Sixth Form. Every year a group of Year 13 students are selected to promote and run various initiatives. This gives the Year 13 students invaluable leadership opportunities and enables them to promote schemes that all students can get involved in. Some examples of initiatives this year are the Senior Prefect scheme which involves students volunteering to assist in lower school lessons, Charity (including Amnesty International), Student Voice, Student Newsletter and Sports Captains, etc.

## **COMMUNITY LINKS**

Students are actively encouraged to support lower school by undertaking a variety of roles. These include: representing the Sixth Form at Open Evenings; becoming Learning Support Assistants and Senior Prefects. As well as promoting a positive image for lower school students, it can also provide valuable experience for students to quote on their university and job applications.

All students who do either voluntary or paid work in lessons will need to have a formal training session in September along with safeguarding training and a satisfactory DBS check completed before they are allowed to commence work.

## **CAREERS / HIGHER EDUCATION**

In the summer term a presentation is planned for Y12 students considering Higher Education on the university application process and outside speakers are invited to present to students. On the same day there will also be a talk from a careers advisor on apprenticeships with general career guidance. Following these presentations students attend a workshop to help draft their personal statements for university or CVs for employment. In the summer term, a visit is planned to two contrasting universities and inspirational speakers from varying professions are invited to talk to students throughout the year.

## **LEAVING PROCEDURE**

If a student decides to leave before the natural completion of their studies, they are required to notify their Tutor and Head of Year and attend an exit interview with the Head of Sixth Form who will offer support, guidance and ascertain what the reasons are for leaving. Students will need to complete a Leavers' form and return all text books and locker keys.

## **NUS CARD**

Students can apply on-line for a NUS card which gives discounts at a number of stores. Full details can be found on their website: [www.nus.org.uk](http://www.nus.org.uk)

## **CHILD PROTECTION**

The School's Child Protection Policy enables cases of suspected or identified abuse to be properly considered and pursued. It will respect parents' and children's needs for privacy and confidentiality. A copy of the full policy is available from the school on request.

## **SPECIAL EDUCATIONAL NEEDS**

In the Sixth Form, all student special needs are addressed in close liaison between the school Special Educational Needs Co-ordinator and Heads of Year 12/13 to ensure the student receives the support they require.

If a student or parent has a concern over dyslexia or any other specific learning need, they should contact Mrs Law or Mr Price as soon as possible to make suitable arrangements for testing; they can be contacted on 01531 638451 or by email [chris.price@jmhs.hereford.sch.uk](mailto:chris.price@jmhs.hereford.sch.uk) or [maria.law@jmhs.hereford.sch.uk](mailto:maria.law@jmhs.hereford.sch.uk).

## QUICK REFERENCE GUIDE

		Guide Page	
Absence	Telephone Mrs Arlott same day	7	Compulsory
Bicycles, skateboards and scooters	Should not to be ridden on school site.	6	
Bursary (16-19)		6-7	
Bus pass	Complete and submit application to Herefordshire Council	6	
Consent – Medical	Annual consent for offsite visits	10	
Dress code	Appropriate for place of work.	4	
Enrichment	Wednesday afternoon	10	Compulsory
Free School Meals		7	
Holiday in term time	Holiday form to Head of Sixth Form to approve	7	Application compulsory
Leavers	Exit interview with Head of Sixth Form	11	Compulsory
Medical appointments, paid work and driving lessons	Should be in free periods as far as practicable	7	
Signing in and out	Main reception	4	Compulsory
Tutor Time & Mentoring		8	Compulsory attendance
Mobile phones	Outside of lessons to be used in Common Room, Dining Room or offsite	5	
Paid work	Maximum of 10 hours per week and outside of school day (9am – 3.15pm)	9	
Parking permit	Complete application form from Mrs Arlott, and provide copies of driving licence and insurance certificate	6	Compulsory
Smoking		5	
Study leave		9	
Study outside of lessons	4-6 hours per subject per week ( <i>one hour per week per subject is timetabled</i> )	5 & 8	Compulsory
Subjects	4 lessons per week per subject	-	Compulsory attendance
Subjects – dropping/changing	Complete Course Change Form	6	Compulsory

# **APPENDICES**