



Procedure for Late Course Change Requests in 2018

16 January (TBC)

NCEA Release Results. Students check results online and ensure they have met their subject pre-requisites.

17-22 January

Heads of departments will check senior students' results and adjust their courses accordingly. If students have met the subject pre-requisites they will remain in their chosen subjects and do not need to contact the school. If students have not met the subject pre-requisites they will be removed from that subject or, where possible, placed into an appropriate alternative subject by the Head of Department.

Tuesday 23 January

Deans are available for course counselling. Students should email or call their house deans if they wish to book an appointment to discuss any late course changes. For more complex cases, students are advised to come in to discuss their options personally. The Careers department will also be available on Tuesday 23 January and Wednesday 24 January.

Up to Thursday 25 January

If students have not met the pre-requisites or have changed their mind they must email their House Deans to request a course change. Students are encouraged to contact the school during this time to avoid disappointment as popular courses become unavailable. Priority of placement will be given to those students who have not met pre-requisites as opposed to those having a late change of mind. We will make every attempt to accommodate changes this week where class numbers permit. In complex cases students may be invited in to discuss their course options with their House Dean. **No student requests for course changes will be accepted after 5pm on Thursday 25 January.**

Thursday 25 January

Teacher only day (Professional Development).

Friday 26 January

Final adjustments to 2018 Timetable are made.

Tuesday 30 January-Friday 2 February

House Deans will call up students who do not have a full timetable and place them in available courses to ensure a complete timetable. Heads of Department may still make changes based on academic need.