

VICTORIA PARK HIGH SCHOOL



M J VERMAAK B Comm (Ed)
Principal

VICTORIA PARK DRIVE
PORT ELIZABETH

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Dear Parent / Guardian

The department has issued an Assessment Instruction regarding the change of a subject in Grade 12.

Paragraph 2.1 of AI 66 of 2017 reads:

“In exceptional cases, a learner may change one additional subject in Grade 11, after the release of his\her Grade 11 end of the year results. **This must be done before 15 December of the Grade 11 year. This means that no subject change will be done by schools in Grade 12 from 2018.**”

This requires a letter of motivation from the parent or guardian and three other documents from the school, which Mr Roos will produce. The motivation must end with a statement of intent to monitor your child’s efforts to catch up where necessary.

Please use the proforma application document handed to your child or print one from the school’s website.

The academic reports will be handed out on Wednesday 6 December in the Thorp Hall from 07:00 to 09:00.

In order for Mr Roos to prepare the necessary documentation for each applicant before school closes for the staff, the following procedure must be met:

1. Deadline for application: close of school for staff. i.e., 10:00 on Friday 8 December 2017
2. No faxes or email copies will be accepted – must be the original signed application
3. Learners or parents to bring the document to Mr Roos personally – do not hand to secretaries or any teacher
4. Mr Roos will be in his office from 07:15 to 10:00 on Friday 8 December
5. NO late applications will be accepted

This being done, Mr Roos will submit the applications on the first working day of the holidays, namely, Monday 11 December.

Thank you for your cooperation

Principal: M J Vermaak