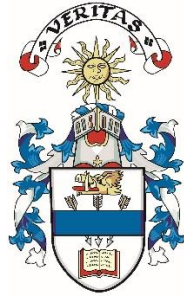


HUTCHESONS' GRAMMAR SCHOOL



Career Development and Higher Education Department

POLICY ON SUPPLYING UCAS REFERENCES For pupils not returning for Sixth Year

Pupils going to another educational establishment

For any pupil, who is going to attend another educational establishment a full reference cannot be given since it will not include predicted grades for the subjects which are taken during the application year. So that a full reference can be written by the new educational establishment, a reference relating to the time spent at Hutchesons' can be sent to staff there. A request for this reference, together with a contact name and address should be emailed to chisholmk@hutchesons.org, OR, the pupil should telephone school to make an appointment with Miss Chisholm. Four weeks' notice is required for the reference material to be compiled and sent off.

Pupils taking a GAP year

Pupils should telephone the school or email chisholmk@hutchesons.org to make an appointment to discuss their applications. If the pupil is leaving the country before term starts they should contact the school, as soon as they receive their results, to make an appointment with Mr Campbell.

Pupils must ensure that they meet the school UCAS DEADLINES. Early applicants (Oxbridge, Medicine, Vet. Medicine and Dentistry) must have their forms completed by the second week in September. All other applicants must complete their forms by the third week in October. Failure to do so may result in the application arriving late at UCAS.

If you have any queries please do not hesitate to contact the school.