

Change of subject or level

The decision about request of changes lies with the Deputy Director of the Secondary cycle subject to the following conditions:

- 1) The existence of a reasoned written request to the class teacher and to the Deputy Head in copy from the parents, guardians or from the pupil himself/herself if over the age of 18.
- 2) Deliberation and judgement by the Class Council on the request.
- 3) Clear evidence established by the School of the pupil's ability to follow the course requested.
- 4) The absence of significant administrative obstacles to the change requested. Under no circumstances can a change be accepted if it entails the suppression or creation of a group, an unreasonable change in the number of lessons for a teacher or any other major administrative consequence.

Normally no changes are envisaged in language choices, except on entry to year 6, when the following changes are possible for a given language IN JUSTIFIED CASES:

- change of L2,
- change from a lower to a higher level (e.g. change from L4 to L3)
- change from a higher to a lower level (e.g. from L2 to L3)

and for newly enrolled pupils.

For these two categories of pupils any requests for subject changes must be put in writing and should reach the Deputy Head by the second **Friday of September at the latest** (deadline).