



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

Course/Subject Change Policy

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Authorised by: Wayne Marshall Date: 28th July 2017	Signature: Wayne Marshall

The following policy has been instigated to ensure that there is a systematic process in place for students and teachers to follow when a request to change a course and / or subject is received.

The following steps will be followed:

1. If a student contacts a member of the teaching staff and requests a change of course and / or subject then the following change form needs to be completed by the student's subject teacher or tutor.
2. On completion of the form, which will be signed off by the teacher and/or tutor, it will be handed to the Principal.
3. The Principal will then give due consideration to the request, taking into account the needs / wants of the teacher, tutor and student.
4. On completion of the deliberation, a decision will be made by the Principal and this will be communicated to the teacher, tutor and student after 5 below has been obtained.
5. If the decision is positive the Principal will seek parental and or agent's permission before any party is informed. All documentation will be placed in the student's file.

6. If the student, teacher and or tutor do not agree with the decision then the normal grievance procedure will need to be followed.

Reviewed:

September 2009, 2010, 2011, 2012, 2013, July 2014, July 2015, July 2106 and July 2017.

Next review: 1st August 2018.