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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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The following policy is to ensure there’s a process 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 a COURSE/SUBJECT CHANGE FORM must be completed by the student’s subject teacher or tutor.
2. On completion of the form, the teacher or tutor can sign it and pass it to the Principal.
3. The Principal will consider the request taking into account the needs and requests of both the teacher and the student and a decision will be made and this will be communicated to the teacher after consent from the parent or agent has been granted.
4. All documentation will be placed in the student’s file.
5. If the student, teacher and or tutor do not agree with the decision then the normal grievance procedure should be followed.

**Reviewed:**

**September 2009, 2010, 2011, 2012, 2013, July 2014, July 2015, July 2106, July 2017, August 2019 and August 2020**

**Next review: August 2021.**