



ST MARY'S
CATHOLIC SCHOOL

B10 Student Curriculum Change Requests

Rationale:

This policy documents the school's procedures when students on options courses in Years 10-13 ask to change or leave a subject.

Procedures:

1. The student must discuss any proposed change with their Learning Coordinator in the first instance who will assess whether this should be referred to the SLT Curriculum link
2. The student will be given a 'Curriculum Change Request Form' which triggers a review of current progress and consults with teachers, leaders and parents. All signatures are required to be completed. Upon receipt, the SLT Curriculum link will consider the comments and undertake a full curriculum review and make a decision.
3. No changes are allowed after 3 weeks in which the course commenced, except in exceptional circumstances (e.g. medical concerns) – for which evidence may be required.
4. Changes are to be authorised by the member of SLT in charge of Curriculum and Standards (after discussion with the Headteacher)
5. Any agreed changes must be conveyed in writing to parents, Subject Leader of each subject and subject teachers.

Evaluation:

The policy will be reviewed in order to be sure that:

- it is inclusive, and fair for all students
- all staff are clear who should attend their classes.

Review

School Improvement Committee

Date of review: May 2023

Next Review Date: May 2024