



AL-TAQWA COLLEGE CHANGE OF CLASS/SUBJECT REQUEST POLICY

RATIONALE

On occasions, students may be transferred from one class/subject to another for various reasons. This policy ensures if a request has been made by a parent or staff member student records are accurately maintained to ensure its validity with attendance and the location of students.

For the wellbeing of the student, much effort, care and consideration is taken by Al Taqwa College staff when compiling class lists and allocating teachers to these class lists. This policy aims to ensure that both staff and parents are working together to ensure change of class groups is only done with the particular welfare of the child in mind.

IMPLEMENTATION

1. Transfer of class will only be accepted for Secondary in Week 1 of Term 1 and Term 3 and for Primary in Week 1 of Term 1 unless there is an exceptional circumstance
2. If a Parent/Staff member wishes to change a student to a different class then they must complete the "Request to Change Class".
3. The form must be returned to the Sub School Head for review. Factors such as classroom size, the nature of the request and the wellbeing of the student should be considered prior to the denial or acceptance of the request.
4. If the Sub School Head agrees to the changes then they are to approve it and forward it to the Timetable Coordinator to make the relevant changes on the student's record.
5. Once this has been completed the Timetable Coordinator is to advise Sub School Head
6. If the application has been approved/denied it is the responsibility of the Sub School Head to advise the applicant
7. The student is not permitted to change their class/subject until the Timetable coordinator has completed their task.
8. If a VCE student wishes to change their subject then they must fill in the VCE Change of Subject Change Forms (Part A/Part B).

TARGET AUDIENCE

Class Teachers, Timetable Coordinators, Year Level Heads, Students and Parents, Careers Coordinator.

APPENDICES

Request to Change Class Form, VCE Change of Subject Form (Part A/Part B)



Request to Change Class/Subject

This form is to be completed by parents or staff members who are requesting a change to their child's/students class. Requests are not guaranteed and is determined on various factors including staffing, maximum number of students in a classroom and the wellbeing of students.

Student Name: _____ Current Year Level and Group: _____

I am requesting a change of class/subject for the following reason(s) (if you require more space please attach a written statement)

Date Requested: _____

Name of Person Requesting the Change: _____

Signature: _____ Date: _____

Contact Number: _____

Office Use

Sub School Head's Name: _____

Signature: _____ Date: _____

Timetable Coordinators Signature: _____ Date: _____

Careers Coordinator Signature (if applicable for VCE): _____ Date: _____

Notes: Sub School Heads need to forward an email the Timetable Coordinator once the request for change is approved

Timetable Coordinators needs to email Sub School Heads and new homeroom teachers once the changes on synergetic have been completed.

Parents to be contacted by the Sub School Head regarding acceptance or non-acceptance of class change request