

CITY OF LONDON SCHOOL FOR GIRLS

APPENDIX TO: CURRICULUM POLICY

PROTOCOL FOR DROPPING SUBJECTS

Occasionally it may be advisable for a pupil to lighten her academic workload by dropping one or more subjects. This is more likely to be the case from the end of KS3. The possibility to drop a subject may be raised by the pupil, the pupil's teachers, tutor, parents of Head/Assistant Head of Section.

The issue must be considered in the first instance by the Section team who will take into account the best academic and pastoral interest of the pupil in question as well as her overall academic performance. The section team will consult with the relevant HOD, tutor and teachers involved, as well as the parents, and come up with the recommendation. The Head/Assistant Head of Section and the Deputy Head (academic) will make a final decision. The decision will be communicated by email or in person as appropriate to all parties (including parents), by the Head/Assistant Head of Section, as soon as possible after the decision has been made. The Head/Assistant Head of Section will also inform any changes to the timetabling team and data systems manager so that information on the Portal and databases can be amended.

When a pupil wishes to drop a subject to take up another one at the start of KS4 or KS5, the procedure will be the same but no changes will be allowed after the first 4 weeks of term.

Written: January 2014

Reviewed: June 2016

To be reviewed by: June 2018