



Policy for moving a child out of their normal class

In our school the cut-off date is 31st August each year. Only in exceptional circumstances will changing class be considered. This is a pedagogical matter and the decision would be taken by the College of Teachers.

The school's aim is to keep the age range of the class within twelve months. At any time a child can appear too old or young but may develop over the coming years. The social fabric of the group involved must be considered. This is why the decision comes to College, as College has an overview of the curriculum. Any borderline child is to be reviewed in College after the first half term.

The **only** criteria taken into consideration are the child's health, emotional development and/or any trauma. Intellectual development is **not** a criterion for changing class.

To give justice to the child this process may last up to a term. If the suggestion is made at the end of the year the process will begin in the new school year. We should not offer a place in a lower or higher class just because the appropriate class is full.

Any such questions about a child should not be discussed outside College. It is the class teacher's responsibility to ensure parents are aware of and prepared to work with the process and that they understand that the final decision belongs to College.

Process/Procedure

Either a parent or teacher can raise a concern. If the child's class teacher raises a concern he/she should discuss the concern with his/her mentor and request a College discussion, which should take place within two school weeks of the initial concern being raised. Parents and other teachers should raise concerns with the class teacher first. The class teacher will then discuss the concerns with his/her mentor and College, as above.

At that moment a plan of action is put in place for the child. This may include:

- A child study in College with input from the teachers in the department directly involved with the child (Early Years/Lower School/Middle School/Upper School),
- A visit with the School Doctor at the beginning and end of the process
- Therapies or other interventions.

Then there is a time of observation after which a trial in the suggested class may or may not be considered. For clarity and transparency everybody is heard, teachers, students (age appropriate) and parents. After all this the concern will come back to College for discussion and a decision will be made.

Date: 10th September 2015