



ACS (International) Academic Programme

Dropping or Changing Subjects or Levels

The curriculum at ACS (International) has been designed to provide a broad and balanced academic programme. The overall load of eight subjects should be well within the capability of our students.

Thus, students are not permitted to drop or change subject options. This would only be permitted in exceptional circumstances and with the full approval of the Principal or Vice Principal (Academic) and IBDP Coordinator (years 5 and 6).

Students in Years 2 and 4 will have opportunities to make informed option choices towards the end of the academic year. They will be provided with details of the IGCSE and IBDP subject specifications and will be invited to attend Briefing Events be provided and staff available to present their subjects and to answer any questions.

Subject staff and HOFs, based on their knowledge of the students' academic profile during the course of previous years, will counsel students to make appropriate choices.

Students will be provided with a document for staff to sign confirming their suitability or ability for the subject options selected.

These decisions should be made at the end of Year 2 (for Year 3) and, as far as possible, at the end of Year 4 (for Year 5).

Students must understand that the choices made are firm choices and that subsequent changing of the subject choices or levels (IB) will not be possible except in special circumstances.

It is accepted that there will be some changes at the start of an academic year when students embark on the IGCSE or IBPD courses. In such cases, a cut-off date will be issued.

In the event that a student *does* need to change a subject or level, the following procedures will apply:

1. Initial discussion between the student and the subject teacher concerned.
2. Interview with HOF who will issue the necessary paperwork.

3. HOF to discuss with IBDP Coordinator (y5/6 students) and VP (Academic) and pass on paperwork.

The School does not accept parents' letters as a basis for a subject change. Parents will be informed of any decision to allow a student to drop or change a subject or level and invited to discuss the issue should it be considered necessary.

Placement in Sets and Classes

The school places students in subject groups and classes according to the school timetable, the student numbers. Applications from students, parents or guardians for placement in a particular group or class or with a particular teacher are not considered.

In cases where a student experiences serious difficulties within a particular subject placement, the student and the parent / guardian are expected to follow the accepted school procedures:

- Approach the subject teacher and explain the difficulty
- Speak to the relevant HOF and CCO
- Speak to the VP(A)

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