



Policy concerning student requesting a reduced timetable or to drop a subject

For academic year 2022-2023

The English School

Person responsible for Policy	Ms Ursula Pantelides – Senior Assistant Head
Ratified by	Mr David Lambon, Headmaster
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Introduction

This document is to inform parents and students of the process for students requesting to follow a reduced timetable or drop a subject.

Students eligible for a reduced timetable

Students are given a reduced timetable under the following circumstances:

- For serious academic issues such as:
 - Moving from Year 5 to Year 6 the student has achieved a Grade 'C' (below Grade '5') in a
 - number of subjects, which restricts their option choices.
 - Moving from Year 6 to 7 the student has below a Grade 'D' in several End of Year 6 examinations.
 - Please note: Students with less than a Grade 'D' in a Year 6 subject cannot continue to Year
 - 7 A-level without the consent of the Head of Department

Note: The student's attendance, attitude, and motivation will be considered in making such decisions.

- A subject, which is normally offered by the School, is not available due to small numbers or timetable clashes, resulting in the student taking it outside the School.
- For serious academic and/or pastoral reasons.

Note: All cases will be viewed individually on their own merits. The final decision will be at the Headmaster's discretion and will be binding on the student and their parents.

Students **are not allowed** a reduced timetable under the following circumstances:

- If they are doing extra IGCSEs or A-Levels, IAL's or other subjects/activities outside the school, of their own choosing.
- They are doing their Maths in an unorthodox way and not in the way expected by the Mathematics Department, e.g. following the IAL programme.

Additional notes:

- Students in Years 1 to 5 are not allowed reduced timetables and must attend their full program of timetabled lessons. The only exception is if they qualify for special consideration due to serious academic/pastoral issues which have been known to the School for at least one academic year prior to the request. In these special cases, non-exam students will need to follow the full program of lessons in the given subject until the end of the academic year.
- All requests should be made to Ms Ursula Pantelides, Senior Assistant Head (Ursula.pantelides@englishschool.ac.cy) who will also consult with Pastoral colleagues.