

Standard Operating Procedure Alteration to Student Curriculum

Initial request made by a student/parent/carer to alter the curriculum offer. The relevant AHT is contacted and the request is logged in initiatives. The AHT will send out and **Curriculum Query Log** for completion to the subject area of concern.

It is envisaged that the student will continue with the subject unless they have medical evidence (from a medical professional only), are a LAC student or an in-year admission. Teaching staff support the intervention process, if required, with parent/carer & student.

Relevant AHT to complete the following checks after all stages in the communications log have been completed and are unsuccessful:

- Email SSO for a pastoral report
- Review the **Curriculum Query Log** and that all stages have been followed, unless medical evidence is in place (including external agency intervention)
- Data check on SISRA to ascertain the following
 - Current/ estimated grades
 - Group status i.e., PP, HPA
 - Progress 8: consider whether this would take them below P8

Student to give up subject

Can the student be accommodated in Phoenix?
Check with Phoenix lead

Yes:
Student drops subject and works in Phoenix on designated subjects. AHT informs: SLs, Data and exam officers. Letter sent home. SSO issues new TT to student.

No: Student drops subject and works in normal timetabled lesson on designated subjects. AHT informs: SLs, Data and exam officers. Letter sent home.

Student not to give up subject.

Meeting with student and decision communicated to student and parent/carer.

Liaise with FL/SL to ensure additional support is put in place for the student and member of staff, if required. Notify SSO and update initiatives