

Student Set Changes

Member of Leadership Team with responsibility for this area is the Deputy Headteacher in charge of Curriculum (J Rees).

Guiding principles

- Set changes should only be made on the basis of student performance data and not on the basis of other issues such as behaviour.
- Set changes should only take place during the calendared set change windows (these are given at the bottom of this document).. However, in exceptional circumstances Individual changes may be made throughout the year on a case by case basis. In these instances both the Head of Department and Head of House must agree on the set change and must then get authorisation for the set change from J Rees.
- Pupils, parents and staff should be fully informed of set changes before they are implemented.
- All set change requests need to be authorised by J Rees before students are informed of the set change.
- Both **students** and **parents** should be fully informed before any changes are implemented.
- Departments will have clear assessment opportunities for all students. Students affected by set changes will know exactly when these assessment opportunities are and will be made fully aware of what they need to do in order to consolidate their place in a set (where they have been moved up) or to be promoted back up a set (where they have been moved down). Parents of these pupils will also have this information clearly communicated to them.

The Process

The following process will be used:

- Individual heads of core subjects to compile lists of students who they think should move set. This should include the rationale for the move, which set they are moving from and which set they are moving to. Rationale should be based on student performance data.
- These lists and reasons should be shared with J Rees and HOHs. These should include details (teacher, set , room etc) of the proposed move. HOHs to respond to J Rees with any concerns, queries or comments.
- Each HOD of each lead subject will have a meeting with J Rees to go

through the list.

- J Rees will decide which changes are to be authorised and will share these with HOHs.
- HOD for each lead subject is to communicate to HODs of other subjects in their blocks about which students will be changing set.
- HOD for each lead subject to arrange for a phone call to go home to the parents of each pupil moving set. This should briefly explain the main reasons for the change and should explain that a letter will be coming home giving more detail about the reasons for the change and explain areas the student now needs to work on.
- HOD for each lead subject to inform the affected students that they will be moving set.
- HOD for each lead subject to send letters home to parents.
- J Rees to arrange for new timetables to be given to affected pupils.
- Set changes to be in effect only once the above has been completed.

Key dates - Set change windows:

Lists to J Rees	Meetings between appropriate HODS and J Rees	Submission Deadline	Contact home	Process Deadline	Start Date
10/12/18	10-14/12/18	14/12/18	17-19/12/18	21/12/18	07/01/19
1/4/19	1-5/4/19	05/04/19	8-9/4/18	12/04/19	29/04/19
8/7/19	8-12/7/19	12/07/19	15-18/7/19	16/08/19	03/09/19