



POLICY

PLACEMENT OF PUPILS IN REGISTER AND SUBJECT CLASSES (HIGH SCHOOL)

1. The purpose of this policy is not ensure that:
 - a) each pupil is enjoying an optimum learning environment.
 - b) careful consideration to the intellectual, social and emotional development of each pupil is granted.
2. The placement of pupils in both register and subject class is the professional task of school. As such parents or pupils may not demand a specific register class or subject teacher. All appeals will be considered according to the process detailed below.
3. Placements Committee responsible for the placement of pupils comprises of:

| REGISTER CLASS | SUBJECT CLASS |
|---|---|
| <ul style="list-style-type: none"> • Chair: Director Student Affairs • Grade Controller • Staff representation across three subjects • Educational Psychologist | <ul style="list-style-type: none"> • Chair: Director Academics • HOD/Subject Head of each subject • Educational Psychologist • Grade Controller |

4. Class lists are drawn up and finalised by the close of the previous academic year and where possible will be published once registration at the beginning of the forthcoming academic year has been completed. The school reserves the right to review register and subject classes and make adjustments in the course of the academic year.
5. Where possible and timetable dependent, pupils taking isiZulu will be split over two register classes.
6. Where possible register classes will be equitable in size and gender.

7. The following process is followed for the placement of pupils in register classes:
 - a) Grade 8: pupils feeding from the primary school will be placed in register classes as per Placement Policy (Primary School). New pupils to the school will be allocated and spread over all register classes.
 - b) Grade 9 - 12: pupils will be placed in register classes based on consensus reached at a meeting held with Register Class Committee.

8. The following process is followed for the placement of pupils in subject classes:
 - a) Grade 8 - 12: pupils will be placed in subject classes based on consensus reached at a meeting held with Subject Class Committee

APPEALS PROCESS

1. Requests to move either register class or subject class remains the responsibility of the school.
2. Pupils/teachers/parents who request a change need to make an appointment with either Director Student Affairs(register class) or Director of Academics(subject class).
3. Based on the interview, the pupil will need to make an appointment with the Educational Psychologist, who will forward his recommendation to either the register class/ subject class committee.
4. In order to accommodate a settling in period, a move will only be considered after 1 February of the academic year unless advised by the Educational Psychologist/Executive Headmaster. A move will likely be granted during the course of the term provided that for an allocated period before the move agreed upon by the committee :
 - a. Tutorials in the subject are attended regularly
 - b. Behaviour in all subjects is exemplary
 - c. Homework and tasks need to be completed on time
 - d. Current marks are maintained
5. The outcome will be discussed with the pupil.
6. Final ratification to move class will be signed off by the Headmaster.