

HASSENBROOK SCHOOL Specialist Technology College



MOVEMENT BETWEEN TEACHING & TUTOR GROUPS POLICY

Movement between Teaching and Tutor Groups

Teaching groups.

Leaders of Learning are to consider pupils for set changes once a term, with changes taking effect from the start of the new term. The following must be taken into consideration:

1. Sufficient time must be allowed for in the department to discuss pupil transfers.
2. Set changes must be agreed with Line Managers.
3. If a set change affects another subject e.g. blocking on the timetable, then a dialogue and an agreement must be sought from the Leader of Learning in that subject.
4. The school's SIMS Manager must be informed clearly, in writing, of the set changes.
5. Sufficient time (at least a week) must be given for the SIMS Manager; to make the changes in SIMS, new timetables to be distributed and a letter to be sent home informing parents of the changes.

If a Leader of Learning wishes to move a pupil at any time other than at the end of a term, reasons must be given in writing to the Line Manager and to the Deputy Head (Learning and Teaching). If approved points 4 and 5 above are to be followed.

If a HoSP wishes to transfer a pupil then a dialogue and an agreement must be sought from the Leader of Learning in that subject. The Line Manager and Deputy Head (Learning and Teaching) must also be informed.

Tutor Groups.

- Any request for a transfer between tutor groups must be brought to the attention of the relevant HoSP.
- If the move is supported a discussion will take place with the Deputy Head (inclusion).
- If approved the HoSP will manage the move and ensure all stakeholders are informed and a letter goes home to parents.

The Head Teacher will arbitrate in any set changes or movements between tutor groups if necessary.