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## Procedure for change of Language II

### Primary cycle

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Changes in LII are only exceptionally and rarely accepted. The school follows the valid regulations approved by the Board of Governors. In order to avoid changes of LII it is important that the child is placed in the correct LII from the outset.

In case the parents ask for a change in LII for their child, they are requested to send the Deputy Head of the school a written request (by regular mail or e-mail) explaining their reasons. As changes in LII may be made only at the start of the school year, this request has to be sent to the school before the end of the month of May.

#### **The school will follow the procedure below:**

- Testing of the pupil by the LII coordinator of the language requested and a report will be written.
- The current LII teacher will write a report.
- The Deputy Head will receive the reports and discuss the matter in the Class Council in June (in case of a SEN pupil, the matter will be also discussed in the SEN advisory group)
- Judgement of the Class Council.
- The school psychologist and national inspectors may be consulted.
- The Headmaster of the school will receive the judgement of the Class Council. He/she will take into consideration all the aspects of the matter and will make a decision.
- The parents will be notified in writing of the decision and the reasons for it.