



Munich 10.12.2010

Note to parents of pupils in the secondary school

Object : Changes of subject or subject level

Dear Parents,

Every year there appears to be some confusion about what, when and how pupils may change certain courses or levels of courses. What follows is an attempt to explain the various possibilities.

One over-riding principle must be respected – under no circumstances can a change be accepted if it entails the suppression or creation of a group, a change in the number of lessons for a teacher or any other major administrative consequence.

Change of language

In cases where a change is requested at any age or level, the final decision lies with the Head on the following conditions:

- *The receipt of a written and well grounded request from the parents, guardians or the pupil if he/she is aged 18 or above,*
- *After deliberation and advice given by the class council,*
- *The absence of any important administrative obstacle to the requested change,*
- *Respect for the deadline for such requests: **before Friday 15th of April 2011.***

In principle, no change in choice of languages is envisaged, **except at the beginning of the 6th year, when the following changes are possible:**

- Change of L2
- Change from a lower level to a higher level (e.g. : from L4 to L3)
- Change from a higher level to a lower level (e.g. : from L2 to L3)

The Head contacts the teachers and organizes written tests that will be held in the May month of 2011.

Remarks:

- In the case of a change of L2, the importance of the role played by this language in the teaching of other subjects has to be taken into account;
- When, in exceptional cases, a change of L2 is approved from the 1st to the 5th year secondary, the new L2 becomes the teaching language for human science, history, geography and economics;
- When a change of L2 is approved at the beginning of the 6th year, the former L2 remains the working language, and thus, the language in which history, geography, and economics and if chosen, complementary lessons, are taught.

Change in mathematics lessons in the 4th and 5th year

A pupil who has chosen 6 period maths at the beginning of the 4th year and who realizes that his/her chances of success are minimal, may opt for 4 period maths with the agreement of the Head and the Class council. This change must be made before the end of the first semester of the current school year. A well grounded request must be submitted to the Head **before 17th January 2011.**



A pupil who has been promoted to the 5th year and who has taken 6 period maths in the 4th year, taking into account the mark obtained in 6 period maths, may opt for 4 period maths at the beginning of the 5th year with the approval of the Head and the Class council. The two periods given up may not be replaced by another course.

The change from 4 period maths to 6 period maths is allowed on condition that the pupil passes an attainment test demonstrating that he/she has the ability to keep up successfully with this course. The maximum limit of 35 periods per week cannot, however, be exceeded.

All well grounded written requests for the changes mentioned must be made **before Friday 15th of April 2011** and must be submitted to the Head and the Class council for approval.

The options chosen at the beginning of the 4th year **must remain unchanged** until the end of the 5th year.

Changes in the 6th and 7th years

The Head can authorize pupils in the 6th year who are entering the 7th year to change from mathematics 5 periods to mathematics 3 periods. A written request is required from the parents, guardians or the pupil if he/she is aged 18 or above.

After a written request from the parents, guardians or the pupil if he/she is aged 18 or above has been approved by the Head and the Class council, a pupil may change a 4 period option course for a basic course in the same subject (for example history, geography, philosophy, biology) or may drop a complementary course.

These changes must respect the administrative constraints in force, that is to say :

- ***their timetable comprises at least 31 periods (29 of these, compulsory and elective subjects)***
- ***2 elective subjects are still being studied***
- ***these changes must be compatible with the timetable***

Changes in the opposite direction (except for complementary courses) are possible on condition that:

- a. an attainment test demonstrating the pupil's ability to keep up successfully with the course requested has been passed
- b. the maximum number of 36 periods is not exceeded.

The replacement of one option by another is not allowed.

All written requests for a change must reach the Head of the school before

Friday 15th of April 2011.

N.B.

A. Any subject change must be an exception.

B. Any requests for changes after the dates indicated cannot be considered.

Yours sincerely,

A. Studer
Deputy Headmaster