Student Submits a Teacher Transfer Request <u>Form</u>



Form is sent to HoF



HoF will meet with the student to discuss their concerns in confidence



Hof will suggest student remains with the teacher alongside possible remedies to the situation

or

HoF will recommend that student remain with the teacher with agreed actions <u>or</u> student will transfer to another teacher



Stage 2: Student or HoF will speak to the teacher to see if a solution can be found



HoF will suggest moving to Stage 2