



Moving level or class policy

Leeds English Language School understands that students may wish to move class or level for a number of reasons, such as the level of the class being too easy or too difficult, or to be with friends. You may also have a problem with your classmates or the teacher. The school takes all cases on an individual basis.

Moving level or class

If you wish to change class because you think the level is too easy or too difficult:

- Speak to your teacher first
- Speak to one of the academic managers.
- You will be asked to complete a [Change of Class Request](#)
- The academic manager will speak to your teacher about the request, and will also check any test results available (placement test, progress tests, mid- and end-of-course assessments)
- Any decisions will then be discussed with you
- We may ask you to take a test of your level of English to see how much of your current course you have mastered

If you wish to move class due to problems with other students or the teacher

- Speak to your teacher first
- If you do not feel comfortable speaking to your teacher you can speak to the academic manager or the Student Services Manager
- We will discuss any issues you have and try to resolve them as quickly as possible

We take all requests seriously as it is important to the school that you are comfortable in your class and all issues will be dealt with in a timely manner