

Subject Choice Policy

January 2023



Rationale

Option subject selection is an important process and students and parents are asked to give careful consideration to the subject choices they will make. Colaiste Treasa will make every effort to facilitate subject choice in accordance with student preferences as indicated on their Options List. This however is influenced by the following factors:

1. The availability of resources
2. The demand for a subject relative to the cohort in a given year.

Every effort is made to meet the preferences of students and there are support structures in place to ensure that students make informed choices. The process of subject choice, banding and timetabling is a very rigorous and time consuming, thus there is limited scope for change of subjects after submission of the Option List. Only in exceptional circumstances will changes be accommodated up until the deadline set of **September 30th** in 2nd or 5th Year. Students must attend class and fully participate in all of their chosen timetabled subjects throughout the entirety of the Junior or Leaving Certificate cycle.

Junior Cycle Option Subject Choices, Support Structures & Selection Procedures

In 1st Year, all students study the full suite of option subjects: French, German, Business, Geography, Home Economics, Visual Art, Engineering, Wood Technology, Graphics and Music in addition to core subjects: Irish, English, Maths, Science, Religion, CSPE, PE, Wellbeing and History. The rationale behind the provision of tasters across all options is to empower students to make informed option choices for Junior Cycle in accordance with their interests, aptitudes and ability levels.

In February/March the guidance counsellor speaks to all 1st Year groups about Subject Choice. Students can also avail of individual guidance appointments to support option choices for junior cycle. Students are encouraged to consult with their subject teachers if they require further information about the course content of a subject or their suitability for the subject.

Prior to choosing 4 option subjects for 2nd year, the selection process is further supported through a Parents Options Information Talk by the Principal, Deputy Principal and Guidance Counsellor, feedback from exam reports/class tests and feedback from teachers at the 1st Year Parent Teacher Meeting.

Procedure for Selecting Junior Cycle Option Choices

- Students will submit a list of 5 option subjects from the suite of option subjects studied in First Year. The subjects should be entered in genuine order of interest.
- This list is entered in the 'Options' section of the parent's/guardian's VSWare account.
- The list must be inputted on or before the agreed date.
- Upon receipt of forms option bands are created solely based on student preferences. Our aim is to assign each student with 4 of the 5 subjects on their Options List.
- The process of subject choice, banding and timetabling is a very rigorous and time consuming and thus there is limited scope for change of subjects after submission of Options List.

While every effort will be made to accommodate students' choice of subjects, we cannot guarantee every possible combination of subjects. Also subjects cannot be offered if there is insufficient demand. The final choices offered in the school are a reflection of student preferences - they are not predetermined.

Senior Cycle Option Subject Choices Support Structures & Selection Procedures

Curriculum Provision

Incoming 5th years select 4 option subjects from the following suite of 17 option subjects; French, German, Accounting, Business, Biology, Chemistry, Physics, Agricultural Science, History, Geography, Home Economics, Music, Art, Construction Studies, Engineering, Design & Communications Graphics and Physical Education. Senior cycle students study a total of 4 option subjects and core subjects Irish, English, Maths, Religion and PE for Senior Cycle.

Support Structures

In February/March the guidance counsellor speaks to all incoming 5th Year groups about Subject Choice. Students can also avail of individual guidance appointments to support option choices for junior cycle. Students are encouraged to consult with their subject teachers if they require further information about the course content of a subject or their suitability for the subject.

Prior to choosing 4 option subjects for 5th year, the selection process is further supported through a Parents Options Information Talk by the Principal, Deputy Principal and Guidance

Counsellor, feedback from exam reports/class tests and feedback from teachers at the TY/3rd Year Parent Teacher Meetings.

Procedure for Selecting Junior Cycle Option Choices

- Students will submit a list of 5 option subjects from the suite of option subjects. The subjects should be entered in genuine order of interest.
- This list is entered in the 'Options' section of the parent's/guardian's VSWare account.
- The list must be inputted on or before the agreed date.
- Upon receipt of forms option bands are created solely based on student preferences. Our aim is to assign each student with 4 of the 5 subjects on their Options List.
- The process of subject choice, banding and timetabling is a very rigorous and time consuming and thus there is limited scope for change of subjects after submission of Options List.

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Special Educational Needs (SEN)

Every effort is made to support students who have been approved for Reasonable Accommodation (RA) in the Junior Cycle Profile of Achievement and the Junior and Leaving Certificate exams. Reasonable Accommodations involve the use of a reader / scribe / assistive technology / tape recorder. The SEN team endeavour to provide appropriate support for students with SEN and will work in collaboration with the student, Principal, Parent, Year Head and Guidance Counsellor in guiding a student with additional needs in subject choices.

Changing Subjects

Once assigned to classes, the vast majority of students usually continue studying the selected subjects. If a student wishes to change to a different subject, this can only be considered where the following criteria are met:

- The student has discussed any difficulties he/she is having with the subject with the relevant teacher and her parent, and both the teacher and parent recommends / advises that a change of subject is in the best interest of the student
- The student and parent must make a request to the Principal to change subject, explaining the reason(s) for the proposed change
- The student has discussed the possible change with the two relevant subject teachers and the Guidance Counsellor, and checked with the Principal/Deputy Principal/Guidance Counsellor about any practical considerations that could prevent a change of subject (e.g. subjects blocked on the timetable may not facilitate the change)
- School management must be satisfied that there is sound reason to proceed with the transfer and that it is in the best interest of the student to do so
- There must be a space available in the subject class that the student wishes to transfer to
- The teacher of that class must be in agreement with the transfer is submitted
- The student is responsible for ensuring that the correct books / ebooks are acquired in a timely manner, and that any work missed previously is caught up by the student
- The student who has been granted a subject transfer will not be permitted to transfer back to her original subject
- **The latest deadline for applications of all subject transfers is 30th September each year.** It is advisable that transfer requests are made as early as possible in Term 1 where it is evidenced that a student feels the need to transfer. Students are not permitted to change subjects thereafter.
- We require the parent/guardian of the student to provide a written note acknowledging that the student has changed subjects in order to confirm to us that the parent/guardian is aware of and approves of the change.

Policy Review to be completed in January 2024

This Subject Choice Policy was adopted by the Board of Management on _____.

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal

Date: _____

Date: _____