

Loreto Wexford Secondary School



Change of Level/ Change of Subject Policy

Rationale

This policy is to provide clarity and structure to the process of changing subject, changing subject level or dropping/withdrawing from a subject and to ensure that all stakeholders are consulted and/or informed throughout that process.

Procedures for Changing Subject Level

Loreto Secondary School, Wexford strives to ensure that all students reach their full potential at a level that is appropriate to their learning needs. It is expected that occasionally students may have to change levels, particularly from higher level to ordinary level. The decision to change levels in an academic subject is a serious matter and the school wishes to ensure that students receive the best advice and guidance in this regard. Students and parents/ guardians need to consider both the immediate and long-term implications of such a decision on academic progress and subject/ career choices.

It is not advisable that a student would make a sudden change from ordinary level to higher level as this creates pressure for the student and may impact on the student's progress in other subjects.

The decision to change level may come about if

- the student and/or the parent/ guardian informs the subject teacher that a change of level is requested.
- the subject teacher makes a recommendation to the student and/or parent/ guardian to change level.

It is highly advisable that a discussion on changing level would take place between the subject teacher and the student and/or the parent/ guardian, following the procedures outlined below.

- The student completes the *Change of Subject Level Form (Appendix A)*, available from the Deputy Principal.
- The student discusses a change of level with their subject teacher.
- If changing level requires moving class, the student has a discussion with the new subject teacher and requests to move into their class, if there is a place available.
- The student meets with the Deputy Principal to discuss the change of level requested. The Deputy Principal may refer the student to the Guidance Counsellor for further discussion.

The request to change level will be considered under following criteria:

- the ability level of the student
 - the pattern of academic attainment in the subject by the student
 - the student's previous history in the subject
 - the recommendation of the subject teacher
 - the welfare and wellbeing of the student
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- The Deputy Principal signs the form if a change of level is advisable and practical.
 - The change of level request will not be granted if the criteria indicate that a change is not advisable or practical.

- The completed form is signed by the parent/ guardian if there is agreement that the student may change level.
- In some cases, further investigation involving a meeting with the student and her parents/guardians will be carried out before a decision is made.
- Once the completed form has been signed by all relevant stakeholders the student may change level.

The completed form is kept on the student's file.

Procedures for Changing Subject

The decision to change an academic subject is a serious matter and the school wishes to ensure that students receive the best advice and guidance in this regard. Students and parents/ guardians need to consider both the immediate and long-term implications of such a decision on academic progress and subject/ career choices.

The greatest possible level of choice is given to students when selecting optional subjects for 2nd and 5th Years, in that subject groupings are not pre-determined by the school but emerge following an annual consultation process aimed at satisfying the greatest number of students.

The onus is on the student to make an informed decision on subject choice with parents/ guardians and in consultation with all relevant teachers and the Guidance Department.

Students in 1st Year and Transition Year will be informed of the subjects which they have been offered for the following year and will be given an opportunity to discuss their offer with a Deputy Principal. Students wishing to change choices can only do so after all students have been offered subjects in the first round and post appointment.

A subject change in 2nd Year and 5th Year can only be made in exceptional circumstances and in consultation with all stakeholders. Permission to change subject is based on a number of factors including (but not limited to) availability of space in a class and the amount of curriculum completed in a subject prior to the request to change subject. Students who engage fully with the subject choice process offered by the school should only need to complete a *Change of Subject Form* in very limited cases.

If a subject change is sought, it is recommended that the application should be made as early as possible in the school term. Therefore a change of subject will not usually be considered in 2nd or 5th Year after the October mid-term break, to minimise the loss of tuition time. Any applications to change subject will not be considered after this deadline, except in very exceptional circumstances.

Please note –

- A change of subject will not be accommodated in 3rd or 6th Year.
- Requests for a class transfer to another subject teacher will not be facilitated.

To facilitate a request to change a subject, the following procedure must be followed:

- The student and/or the parent/ guardian informs the subject teacher of the request to change subject.

It is highly advisable that a discussion on changing a subject would take place between the subject teacher and the student and/or the parent/ guardian following the procedures outlined below.

- The student discusses changing subject with their subject teacher.
- The student meets with the Deputy Principal to discuss the change of subject requested and to request a *Change of Subject Form (Appendix B)*. A student receiving a *Change of Subject Form* does not guarantee that the student will be changing subject options. The Deputy Principal may refer the student to the Guidance Counsellor for further discussion.
- The student completes the *Change of Subject Form*.
- The student discusses changing subject with the new proposed subject teacher and requests a move into their class, if there is a place available.
- The Deputy Principal explains to the student and to the parents/ guardians that for a change of subject to be facilitated the following applies:
 - The onus is on the student to recover any tuition time lost and topics covered prior to the student changing subject is not the responsibility of the new subject teacher.
 - The student is responsible for recovering any notes and coursework that were completed prior to the student moving subject.
 - The Deputy Principal and/or Guidance Counsellor and the new subject teacher needs to be assured of the student's determination to catch up on any coursework and work already covered prior to moving subject.
- The completed form is signed by the parent/ guardian if there is agreement that the student may change subject.
- The Deputy Principal signs the form if a change is advisable and practical.
- The change of subject request will not be granted if the criteria indicate that a change is not advisable or practical.
- Once the completed form has been signed by all relevant stakeholders the student may change subject.

The completed form is kept on the student's file.

Dropping/Withdrawing from a Subject

Reducing exam subjects to be examined in Junior Cycle or Leaving Certificate can only be done in consultation with the school and permission for this is only given in very exceptional circumstances. Consideration for a student to drop or withdraw from a subject is only based on factors such as the facilitation of additional help in remaining subjects due to a high level of multiple or persistent needs or exceptional health or personal difficulties.

Normally dropping/withdrawing from a subject is not accommodated. Exceptional circumstances may be considered by the Principal on a case by case basis.

An exemption from Irish can only be granted in accordance with the terms of Circular 0055/2022.

The appropriate procedure to facilitate a request to drop/ withdraw from a subject is as follows:

- The student and/or parent/guardian consults the Deputy Principal, Guidance Counsellor and/or SET teacher to consider the implications of dropping or withdrawing from the subject.
- The parents/guardians put in writing to the Deputy Principal the request and reason(s) for dropping or withdrawing from the subject using the *Withdrawal from a Subject Form* (Appendix C).
- The Deputy Principal and/or Guidance Counsellor and/or SET teacher make contact with the parents/guardians and explain that two options are provided for students when a request for withdrawal from a class is made:
 - The student will stay within the classroom and complete work from another subject area, unless the student is availing of additional support through SET.
 - The parents/guardians remove their daughter from the school premises for the duration of that class only, on the specified timetabled days.

The final decision lies with the Principal. This decision is recorded and placed on the student file and the relevant teacher is informed.

Appendix A



Change of Subject Level Form

Student Name	
Year/ Class	
Current subject level being studied:	
Proposed move to:	
Reason for change:	

Checklist:	Yes/No
Have you discussed the change of level with your current teacher?	
Have you discussed the change of level with the new proposed subject teacher? (if applicable)	
Have you been told there's room in the new proposed subject class?	
Have you had a discussion with the career guidance teacher? (if applicable)	
Have you had a discussion with a parent/guardian regarding the option change?	

Signature Current Teacher:	
Signature of new proposed subject teacher:	
Signature of parent/guardian:	

Appendix B



Change of Subject Form

Student Name	
Year/ Class	
Current subject being studied:	
Proposed move to:	
Reason for change :	

Checklist:	Yes/No
Have you discussed the option change with your current teacher?	
Have you discussed the option changed with the new proposed subject teacher?	
Have you been told there's room in the new proposed subject class?	
Have you had a discussion with the career guidance teacher?	
Have you had a discussion with a parent/guardian regarding the option change?	

Signature Current Teacher:	
Signature of new proposed subject teacher	
Signature of parent/guardian	

Appendix C



Withdrawal from a Subject Form

Student Name:	
Year/ Class:	
Subject dropping/ withdrawing from:	
Reason for withdrawal:	

Checklist:	Yes/No
Have you discussed dropping/ withdrawing from the subject with your current teacher?	
Have you had a discussion with a Deputy Principal/ guidance teacher and/or SET teacher?	
Have you had a discussion with a parent/guardian regarding dropping/withdrawing from the subject?	
If you are dropping/withdrawing from a language, are you and your parents/guardians aware of the implications for further study/ career choice? (If not please discuss with a guidance counsellor)	
Have you and your parent/ guardian discussed the decision to	A/B/C
A) remain in the classroom and study B) avail of SET support (if applicable) C) remove yourself from the school premises for that subject class	

Signature current teacher:	
Signature of parent/ guardian:	
Signature of Deputy Principal/ guidance teacher/ SET teacher:	