



# ***Coláiste na Carraige***

## **Doiciméad Polasaí**

Ainm an Polasaí <b>Rogha Ábhair</b>	<i>Policy Name</i> <b><i>Subject Choice</i></b>
Dáta Daingnithe <b>07/11/2023</b>	<i>Date Ratified</i> <b>07/11/2023</b>
Dáta an chéad athbhreithnithe eile <b>Nollaig 2024</b>	<i>Date of next review</i> <b>December 2024</b>



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## 1. General

Coláiste na Carraige aims to provide as broad a range of subjects to its pupils as possible. It endeavours to utilise its resources and staff to the maximum, within the constraints of teacher allocation, health and safety issues etc.

## 2. Junior Cycle Subject Selection

Up to Junior Certificate students follow a core curriculum of Irish, English and Maths. All students take History, French and Science. All students are obliged to do Religion, PE, SPHE and CSPE, as part of our wellbeing programme. In exceptional cases, some students have exemptions from Irish and/or French.

In addition to the above, students have four sets of optional subjects. Currently students select four from the following list: Geography, Business, Technical Graphics, Music, Metalwork, Home Economics and Woodwork.

### 2.1. Timeline

#### 2.1.1 Open Night

An Open Night for incoming first year parents is held in the month of January. This is followed in the month of March/April by a visit to the Primary schools.

#### 2.1.2 Primary School Visit

At the Primary School Visit the sixth class students will be given an information session by the Head Students of Coláiste na Carraige for that given academic year. Primary school students will get the opportunity to ask any questions they may have about their transition to Coláiste na Carraige.

#### 2.1.3 Induction Day

Coláiste na Carraige holds an Induction Day for all incoming 1st Years which takes place in March/April. This gives students an opportunity to sample various subjects and support the transition from Primary to Post-Primary. Parents are invited for an information session from the Principal and Deputy Principal. The Guidance Counsellor will also speak with both parents and students in advance of their subject selection. Parents are introduced to VSware, school administration software, for the selection of subjects. This process takes place at home in consultation by both the student and their parents/guardians. Subjects are picked in order of preference at this stage and the importance of this is highlighted to parents/guardians. This data is collated into the school administration system, VSware, and subject option bands are then generated based on student preferences.

#### 2.1.4 Start of the Academic Year

At the start of the academic year, 1<sup>st</sup> year students are given a four week taster period, where they are all given the opportunity to try each subject for two weeks. In the final



week of this taster period, the students are given a form, on which they select their optional subjects. The 4 weeks subject sampling (2 weeks per class group) is designed to reaffirm the subjects options chosen by students. Students will only be permitted to change subjects after the sampling period if it can be accommodated. Any subject changes will depend on class sizes with preference given to those who had chosen the subject initially.

#### **2.1.5 Returning the Form**

This form is returned before the end of that final week, signed by the parent/guardian. An analysis of the forms is made and if it emerges that there is an oversubscription to any class, then those students who have selected that subject as their least preferred option will be consulted by the Guidance Counsellor, and the parents of any student affected will be informed.

### **3. Senior Cycle Subject Selection**

All students of Coláiste na Carraige study Irish, English and Mathematics for their Leaving Certificate. In exceptional cases, some students have exemptions from Irish.

In general, students take a further four subjects. The school offers a selection of subjects from the following list: Accounting, Agricultural Science, Biology, Business Studies, Chemistry, Construction Studies, Design & Communication Graphics (DCG), Engineering, French, Geography, History, Home Economics, Music, Physics and LCVP.

These subjects may vary year to year based on the demand for the subject and schools availability to offer them.

#### **3.1 Timeline**

An advisory 'Subject Choice' night is held within the school in January/February each year.

Students are then given the full list of subjects that the school can offer for the following academic year. Parents/guardians and students are advised that the list of subjects offered is contingent on the school allocation for the following year and may change.

This subject choice process is carried out in consultation with the school Guidance Counsellor.

The procedure for subject choice takes place via VShare where students are asked to access VShare to select their preferred 6 subjects. This process takes place at home in consultation by both the student and their parents/guardians. This data is collated into the school administration system, VShare, and subject option bands are then generated based on student preferences and students are offered 4 option subjects. When this process is complete, students have chosen their Leaving Certificate subjects and this



allows students, teachers and the school to plan for the following September.

If one or more subjects have an equal number of preferences and only one can be offered, then the subject with the greater number of higher preferences will be offered.

The above process may take a number of weeks to complete. It is the aim that all students will have their subject choices confirmed before the summer holidays.

### **3.2 Over-subscription to a class**

If it emerges that there is an oversubscription to any subject, then those students who have selected that subject as their least preferred option will be spoken to by the Guidance Counsellor. He/she will also consult with the subject teacher, and preference will be given to students who have studied the subject at Junior Certificate Level. The school will also consult with the parents of these students.

### **3.3 Under-subscription to a class**

If too few students have chosen a subject and it is deemed by senior management that it would result in poor use of teacher allocation, then a subject may not run for that particular year.

### **3.4 Note**

The school strongly advises against students studying extra subjects on their own. It is the school's experience that this puts a very heavy burden on the student. It should be noted that coursework completed outside school cannot be signed off by the class teacher.

### **3.5 Unresolved issues following September**

In September of 5th year, students are assigned to their classes and their subject teachers. In some very exceptional circumstances, a student may wish to make a change to their subjects. Should this happen, the following process will be followed:

- The student informs the class teacher that they are wishing to make a change.
- The student makes an appointment with the Guidance Counsellor.
- The Guidance Counsellor will consult the class teacher, student mentors, and the students parents/guardians

Following these meetings and consultations, a decision is reached and relevant staff are informed. Parents/guardians will be required to give their permission in writing for any change to occur after all relevant permissions have been secured.

To avoid unnecessary upheaval and disruption to class schedules, students will not be permitted to change subjects or move classes without the permission of the Principal.

**The above process must be completed by the end of the 3<sup>rd</sup> week of September.**



### 3.6 Exceptions to taking LCVP

Pending on Subject Choice and decisions made by school management, some academic years LCVP may not be optional and when this occurs, the following section applies to all students:

*All students entering 5th year in Coláiste na Carraige are required to participate in the LCVP Programme.*

*In the following circumstances exceptions may be made to this rule:*

- *If English is not a student's first language.*
- *If a student is undertaking a reduced Leaving Certificate curriculum due to special educational needs or is doing the Leaving Certificate Applied Programme.*
- *If a student is not likely to benefit in terms of points.*

*Where this may occur students might be considered exempt from the programme. This decision will be taken in conjunction with the student, their parents/guardians, their mentor, the LCVP team and the Career Guidance Counsellor in the school.*

**The final decision about subject options/choices and whether a student can or cannot take a particular subject will be taken by school management.**

Signed: \_\_\_\_\_  
Chairperson of BOM

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_