



Policy Number	029
Implemented	2012
Evaluated	2019
Next Evaluation	2022
Evaluation Group	LLT/HLT
Evaluation Frequency	3 Years

SUBJECT CHANGE POLICY

1. RATIONALE

Once students have made their subject selections, in conjunction with their parents/caregivers and in consultation with subject counsellors and subject teachers, any subsequent change to these subjects must follow an arranged process to ensure that all parties are kept informed, that student subject selection patterns are in place and that the necessary timetabling, student recordkeeping and other College protocols are addressed.

Students are encouraged to make informed subject selections based on information from subject teachers, the Senior Curriculum Handbook, One+ Careers Evening and Subject Selection evening.

2. AIMS

- 2.1 To ensure that the current and future needs of the student are met and that subject selections are in the best interests of all parties concerned – students, parents/caregivers, teaching staff and Gleeson College.
- 2.2 To ensure that the subject patterns as set down by the Australian Curriculum, SACE Board of SA and other Government regulations, Gleeson College and any subsequent tertiary providers, are met.
- 2.3 To ensure that all relevant staff – subject teacher, Learning Area Coordinator, SACE and House Coordinator, Timetabler and SACE Online Operator are informed and consultation processes are in place at the necessary levels.
- 2.4 To ensure that subject changes are only approved if a student has a valid reason as deemed by the House Coordinator.

3. BROAD POLICY

Any change of subject which postdates the subject counselling process, must be directed to the relevant House Coordinator who will then initiate the subject change process in consultation with relevant staff.

4. GUIDELINES

- 4.1 Students must direct any request for a change of subject to their House Coordinator. The House Coordinator has access to the necessary information surrounding the student's needs and capabilities. The House Coordinator has access to the student's subject choices on the current EDVAL file and will make the decision as to whether or not the subject change is recommended to progress further.
- 4.2 To make a subject change, students must have a discussion with their House Coordinator to determine whether the subject is available and there is room in the class.

- 4.3 The request for a change of subject at the beginning of a school year, must be made prior to the end of the second week of the first semester. For Semester 2, students may have the opportunity to change a subject by booking an appointment with a House Coordinator once they have received their list of subjects. Students cannot make subject changes two weeks prior to the start of a Semester 2.
- 4.4 Subject teachers and Learning Area Coordinators will be consulted and the appropriateness of the subject selection discussed - both in regards to the student's ability and the suitability of the subject in the light of the student's future studies.
- 4.5 The SACE Coordinator (for Years 10-12 students) and/or the timetabler will then examine the ramifications of the change, looking at subject availability, class sizes and SACE requirements, including counting restrictions and precluded subject combinations.
- 4.6 The subject change is then initiated by the House Coordinator and a Subject Change Form is sent home for parental/caregiver approval. Upon the return of this completed form, the substantive subject change is made on EDVAL by the timetabler.
- 4.7 The student and parents/caregivers are made aware that the student is responsible for catching up any new work and not to expect their new subject teacher to spend an inordinate amount of time bringing them up to speed with work that they have missed.
- 4.8 A new subject timetable is accessible via SEQTA. The timetabler informs the current and new teachers of the subject change.
- 4.9 The student must not attend the new subject until all of these matters have been addressed. The hard copy of the new timetable is their authority to change classes.
- 4.10 Where students in Year 12 withdraw from a subject, the House Coordinator will send a letter home to parents/caregivers explaining the effect to the student's SACE and the ability to gain an ATAR.

5. BASIS OF DISCRETION

Extenuating circumstances may exist for some students at times. For example, there may be times when it is not practicable to involve one or some of the listed staff and the need for the immediate change, enrolment of a student in a new subject or change of Care Group or subject class is a priority.


In such a case, the Subject Change process may be 'fast-tracked', however all parties must be informed at the earliest possible time and the protocol for subject change followed at a later date.

When a request for a subject change is initiated by a student, the student needs to understand that this is simply a request and does not necessarily mean that the subject change will be approved. Simply submitting a request does not guarantee its approval.

6. EVALUATION

The Leading Learning Team and House Leadership Team are responsible for the evaluation of this policy which will take place every 3 years. They may wish to seek opinions from other staff, parents/caregivers and students as to the effectiveness of the policy.

Signed  Principal or delegate

Signed  Chairperson of Board or delegate Dated: 13/2/2019

This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 2012.

SUBJECT CHANGE PROCESS

GLEESON



WITH ONE HEART

For Semester 1: Request to be made prior to the end of week 2 of Semester 1.

For Semester 2: Students will have the opportunity to change a subject by booking an appointment with a House Coordinator once they have received their list of subjects. Cut off is two weeks prior to the start of the new semester.

