

**CRESCENT COLLEGE
COMPREHENSIVE S.J.**



Crescent College Comprehensive SJ

**SUBJECT OPTIONS POLICY
DRAFT**



A.M.D.G.

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Subject Options Process Policy

Students are required to make choices in relation to the subjects they wish to study for their Junior Certificate and Leaving Certificate

Junior Certificate Subject Choice

Students do all the optional subjects in first year as a taster programme up to midterm, after which they select their subjects in order of preference. This information is processed utilizing a Computer Package Students are allocated their subjects, trying to maximize all students' preferences.

Parents are informed at an open evening for first year students in September on how the process of subject choice works.

While it is not always possible to accommodate every student with their first and second choice due to subject demands and maximum class-size restrictions, satisfaction rates are normally around 70%.

Students are informed of their subject choices by their students Compass system. Guidance counsellors are available to meet any students who are unhappy with their allocated subjects to try to accommodate them where possible with a satisfactory solution.

Fifth Year Subject Choice

Students are obliged to take seven subjects to the Leaving Certificate - These include –English, Irish and Math's [Three Core subjects] and 4 choice subjects. Students with a Department of Education exemption are only required to do 6 subjects. Students who are exempt from Irish are required to study in the Irish classes.

Students going forward from either Transition Year or Third Year indicate their subject choice preferences in March. Students are asked to select 8 subjects in order of preference out of a possible 19. This information is processed utilizing a Computer Package.

This is a two-stage process; firstly it gives us the number of students wishing to do the different subjects, this information is processed by management and decisions are made as to how many different subject classes are to be provided. Secondly with this information the computer

package now generates a number of the best possible option lines for the students' preferences. Management then decide with due regard to resources, timetabling and teacher allocation which are the best option lines to utilize. Students are allocated their subjects trying to maximize all students' preferences. While it is not always possible to accommodate every student with their first four choices due to subject demands and number restrictions, satisfaction rates are normally around 80%.

Prior to selecting their subjects an extensive programme is delivered by the guidance counsellors to the transition year students during timetabled guidance classes. Third year students going forward to 5th year are met individually by one of the guidance counsellors. Guidance counsellors link in with the Student Support Worker to provide additional support to both students and parents from disadvantaged backgrounds. All students are given information and assistance in the decision making and the factors that need to be considered to make an informed decision. Subject teachers speak to the students about their subject area in senior cycle.

Before students select their subjects, parents are invited to an information evening on subject choice presented by the guidance counsellors so that they are included in the decision-making process. Both students and parents are directed to a number of websites to access all information regarding subject choice. The Guidance Department meet individual students, groups of students and parents who request further assistance with this decision-making process.

Students are informed of their subject choices by post. This information is disseminated in May. Guidance counsellors are available to meet any students and parents who are unhappy with their allocated subjects to try to accommodate them where possible with a satisfactory solution.

The coordinators of English, Irish and Math's allocate students to teachers at the beginning of 5th year, according to ability level and/or performance at Junior Cycle.

Students who feel they made an incorrect choice are facilitated to make changes where possible from September to the October midterm break. A change in subject allocation is carried out in consultation with the parents, the student, subject teacher and the guidance counsellor. Changes after this deadline are taken into consideration where exceptional circumstances exist, but these changes are only implemented at the discretion of management.



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Appendix 1

Request to Change Subject

Student Name: _____ Class: _____

Date: _____

What subject do you wish to change? _____

Why?

What subject do you wish to take up? _____

Possible changes:

	Subject	Change to	Subject
Line 1			
Line 2			
Line 3			
Line 4			

It is important to point that the responsibility to catch up on all material covered to date by the subject teacher rests with the student. We as parents/guardians are aware of this subject change and the consequences of it.

Parent/Guardian Signature: _____