



**LORETO SECONDARY SCHOOL,
CLONMEL**

Policy and Procedures on

- Changing Levels**
- Changing Subjects**
- Dropping Subjects/Withdrawal
from Subjects**

**Ratified by
The Board of Management
on 25th February 2020**

Changing of levels

It is expected that students may have to change levels from time to time particularly from higher level to ordinary level and there is a standard operating procedure.

However, it is not advisable for a student to suddenly change from ordinary level to higher level as this creates pressure for the student and the change will also have a deleterious effect on the student's progress in the other subjects because of all the ground work to catch up on the newly selected level.

Operating Procedure for Changing Levels

- The student informs the class teacher that a change of level is requested,
Or the teacher and the parent/guardian discuss a change of level request,
Or a recommendation is made to the student to make a change of level.
- The student or the teacher collects a green 'change of level/subject form'
- The teacher fills in the top of the green 'change of level/subject form'.
- The student meets the Guidance Counsellor to discuss the change of level request.
- The teacher signs the green form if a change is practical.
- If changing level requires a move of class (this may be the case in Irish, English and Maths) then the teacher whose class the student is moving into signs the form also if a change is practical.
- The student brings this form home and if the parent(s)/guardian(s) agree that the student may change level then the form is signed by the parent(s)/guardian(s).
- The Guidance Counsellor signs the form if a change is practical.
- Once the form is filled in by the student, their parent(s)/guardian(s) and all relevant teachers then the Principal signs the form.
- This form is placed on the student file.

Selection of subjects in 1st Year, during 3rd Year or during Transition Year.

As well as studying core subjects, students are asked to identify subject preferences prior to midterm in 1st year (if the school is following the taster programme) and during 3rd year or during TY for the start of 5th year.

The school endeavours to provide all students with their preferences and the students and their parents/guardians are guided to making these preferences through:

- subject choice meetings provided by the school for parents/guardians
- subject choice meetings (group and/or individual) provided by the school for students

Timetabling commitments are arranged based on students' preferences, so it is imperative that parents/guardians and students take due care with consideration of preferences. Also, it is essential that subject choice preferences are correctly made for fifth year and first year; as this will prevent students from loss of tuition time with a subject, which can occur if changing subject choice mid-year. To this end parents/guardians and students are advised to attend subject choice meetings provided by the school.

Changing to a new subject

A subject change can only be made in consultation with the school and permission to make a change or not is given based on many factors which may include (but not limited to) availability of space in a class and the amount of curriculum completed in the subject prior to request to change subject.

If a subject change is sought; the change should be made as early as possible in the school term. The student and parent/guardian should consult with the relevant people as soon as possible, as this will speed up the process and subsequently prevent loss of tuition time and delay the postponement of the subject change by the student.

Operating Procedure

Normally changes of subjects does not happen in 1st year after 10th December if the school is following the taster programme and if not following the taster programme in 1st year changes of subjects does not happen after 20th October. Normally change of subjects does not happen in 5th year after 20th October and it is envisaged that change of subject would not happen in 2nd year, 3rd year or 6th year. In these years only changes of levels are expected.

The appropriate procedure to facilitate a request to change subjects is as follows:

- The student or parent/guardian contacts or meets the Guidance Counsellor to discuss the implications of a change of subject.
- The parent(s)/guardian(s) write to the Principal to request a change of subject request for their daughter.
- The Principal will check if there is space in the class the student is looking to move to and will consult with both subject teachers.
- Should there not be a space in the class the student is looking to move to the Principal informs the parents/guardians or student of this and the matter is closed.
- The Principal may meet with the parent(s)/guardian(s).
- If there is a space in the class, the Principal or Guidance Counsellor explains to the parents/guardians or the student that for a move to be facilitated the following applies:
 - Tuition time lost and topics covered prior to the student moving into the new subject will not be the responsibility of the teacher to catch the student up on.
 - The student will need to gather notes and homework completed prior to changing subject (i.e. the teacher will not provide these).
 - The Principal or Guidance Counsellor needs to be assured of the student's determination to catch up on work covered prior to the student joining the new subject.
 - If a change is practical and a place is available in the new subject class, the change may then be accommodated.
- The decision reached between the Principal or Guidance counsellor and parent(s)/guardian(s) is recorded through green 'change of level/subject form' and placed on the student file and the relevant teacher(s) are informed.

Dropping a subject (i.e. reduce exam subjects to be examined in Junior Cert/Cycle or Leaving Cert by one) or being withdrawn from an academic subject.

Dropping a subject can only be done in consultation with the school and permission for this is only given

in exceptional circumstances. Consideration for a student to drop a subject is based on many factors some of which may include (but not limited to) the facilitation of additional help in remaining subjects or taking an extra subject outside school.

If a student is considering dropping a subject the student and parent/guardian should consult with the relevant people as soon as possible.

Operating Procedure

Normally dropping a subject is not accommodated. Exceptional case may be considered by the Principal.

The appropriate procedure to facilitate a request dropping a subjects is as follows:

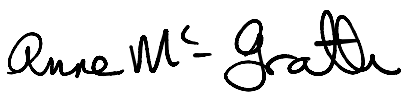
- The student and/or the parents/guardians consult the Guidance Counsellor to consider the implications of dropping this subject.
- The parent(s)/guardian(s) write to the Principal to look for a meeting regarding request that their daughter might drop a subject.
- The principal meets with the parent(s)/guardian(s) and explains the two options that are provided for students when a request for withdrawal from class is made:
 - Staying within the classroom and completing work from other subject areas,
 - Parents/Guardians remove their daughter from the school premises for the duration of the class only on the specified timetabled days.
- The decision reached between the Principal and the parent(s)/guardian(s) is recorded and placed on the student file and the relevant teacher(s) informed.

This policy was agreed on the date noted below.

Signed: 

Ms. Mary Ryan, Chairperson of Board of Management

Date: 25/02/2020

Signed: 

Ms. Anne Mc Grath, Principal

Date: 25/02/2022