



Policy Number	029
Implemented	2012
Evaluated	2020
Next Evaluation	2023
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 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 through SATAC, are met.
- 2.3 To ensure that all relevant staff – subject teacher, Learning Area Leader, SACE and House Leader, Timetabler and SACE Online Administrator are informed and consultation processes are in place and followed 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 Leader and relevant Learning Area Leader.

3. BROAD POLICY

Any change of subject which postdates the subject counselling process, must be directed to the relevant House Leader 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 Leader. The House Leader has access to the necessary information surrounding the student's needs and capabilities, as well as potential alternative subject choices and their capacity. The House Leader 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 possible and recommended to progress further.

- 4.2** 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 Leader once they have received their list of subjects. The below process must have been initiated by student two weeks prior to the start of the new semester. Changes after the commencement of Semester 2 are only accepted under extenuating circumstances.
- 4.3** Relevant Learning Area Leader, current and new subject teachers and 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 light of the student's future studies. Care Group teacher will be included in communication to ascertain any pastoral concerns.
- 4.4** 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 completion requirements, including counting restrictions, precluded subject combinations and ATAR attainment.
- 4.5** The subject change is then initiated by the House Leader 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.
- 4.6** 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.
- 4.7** A new subject timetable is accessible via SEQTA. The Timetabler informs the student, parent/caregiver, House Leader, Learning Area Leader, current and new teachers of the subject change via email.
- 4.8** The student must not attend the new subject until all of these matters have been addressed. The email confirmation described in 4.7 is their authority to change classes.

Where students in Year 12 withdraw from a subject, the House Leader will send a letter home to parents/caregivers explaining the effect to the student's SACE and the ability to gain an ATAR.

Where subject changes involve specific learning needs, communication is to also involve the Inclusive Education Leader. Please refer to the Inclusive Education Policy for further information.

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.

Any requests made after the subject change period must be approved by the Assistant Principal Teaching and Learning.

6. EVALUATION

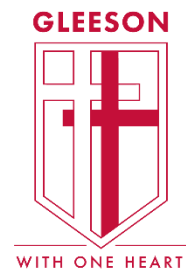
The Leading Learning Team and House Leadership Team are responsible for the evaluation of this policy which will take place every 3 years. They may wish to seek opinions from other staff, parents/caregivers and students as to the effectiveness of the policy.

Signed		Principal or delegate	Dated: 24/06/2020
Signed		Chairperson of Board or delegate	Dated: 24/06/2020
<i>This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 2012.</i>			

SUBJECT CHANGE PROCESS

For Semester 1: Step 2 must be commenced 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 Leader once they have received their list of subjects. The below process must have been initiated by student two weeks prior to the start of the new semester.



Step 1: Thinking of changing subjects?

- Discuss your reasoning with your parents/caregivers.
- Consult the course handbook and available line structures for subject requirements and to consider your suitability.

Step 2: Make an appointment with your House Leader.

- Your House Leader will determine if the change is appropriate and available for you.
- Your House Leader will then inform you which Learning Area Leader you need to consult.

Step 3: Make an appointment with the relevant Learning Area Leader (LAL).

- The LAL will further assess your suitability for the subject change.
- The LAL may endorse the change allowing the process to progress to Step 4.
- If not endorsed the LAL will contact your parents/caregivers to inform.

Step 4: Take the completed form home for parent/caregiver discussion and approval.

Step 5: Submit your completed form to student services.

- Your form will then be passed onto to the Timetabler.
- The form is used to verify the change to be made in Edval (Edval availability is subject to change) and SEQTA.

The Timetabler will email you, your parent/caregiver, current and new subject teacher, House Leader and LAL with your new timetable to confirm the change. Once email confirmation is received you may begin attending lessons in your new subject.

Please Note: Any requests made after the subject change period must be approved by the Assistant Principal Teaching and Learning.