



Subject Level Policy:



School Name: De La Salle College, Waterford.

School Address: Newtown, Waterford.

Roll Number: 649500

School Details: De La Salle Waterford is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Le Chéile Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

School Management: The Board of Management of De La Salle, Waterford is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement:

Inspired by its founder, the mission of the college is to: *“De La Salle College, Waterford is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*

Ethos:

As a Le Chéile school in the De La Salle tradition De La Salle Waterford seeks to promote the key values of a le Chéile school as espoused by life St. Jean-Baptiste De La Salle. Graduates of our school are characterised a keen sense of the following:

- Intellectual Development
- Emotional and Social Development
- Moral Development
- Spiritual Development
- Concern for Others

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

Aims of Policy

1. To work towards achieving the Mission Statement of our school.
2. To meet requirements of the 1998 Education Act to ensure pupils have access to appropriate guidance to assist them in their educational and career choices.

Objectives of Policy

1. To identify and support the students who will be requested to make subject choices.
2. To inform all the partners in the school of the procedures involved in subject choice at De La Salle College Waterford.
3. To ensure a transparent policy by identifying the challenges that may arise within subject choice.

This policy applies to:

1. Students entering first year.
2. Entrants to 5th Year from Transition Year and from 3rd Year.

Subject Choices:

- Students moving into first year: Currently, students choose two of the following subjects: Woodwork, Technical Graphics, French, Music, Home Economics German and Art. All students are asked to choose their preferred subjects on enrolment.

- Entrants to 5th Year: Choice of four subjects for Leaving Certificate from those available. There is an extensive choice of subjects. There are some restrictions with regard to studying some subjects at 5th Year. For French, German, Construction Studies, DCG, Art, Music and Home Economics the skills learned at Junior Cycle are essential for progression to the Leaving Certificate programme. As a general rule a student will not be accommodated in the Leaving Certificate option unless they have studied the corresponding subject at Junior Cycle.

- Entrants to fifth year Leaving Certificate Applied are not offered any subject choice as the programme is set by DES.

Who is Responsible?

The ultimate decision and responsibility for subject choice rests with the Principal and the Board of Management of the College, in conjunction with parents and students. Subjects offered are dependent on teacher allocation and the numbers opting to do a particular subject.

Procedures for entrants to 5th Year

Shortly before Christmas, students opting to complete fifth year the following school year undertake a module on subject choice as part of the guidance programme. Information on subject choice is made available to students through a module on subject choice as part of the guidance programme. All students and their parents/guardians will be given the information in a subject choice booklet via the school website. Any additional information needed will be provided on the school website.

They are given information on:

- The list of subjects available to choose from
- Typical entry requirements for 3rd level colleges & other career areas
- The general relevance of subjects to different career areas
- Useful online tools to support them in their subject choice research.

Students are responsible for assessing the most up to date information relevant to the career or course areas they are interested in & completing their own subject choice research before submitting their subject choices.

Teachers of Leaving Certificate Subjects make themselves available to give information on their subject area so that students are informed about:

- Subject content.
- Assessment of the subject.
- Allocation of marks for assignments or project work for the Leaving Certificate Exam in that subject.

Parental Involvement:

A letter is sent home to Parent(s)/Guardian(s) to inform them of a Parent(s)/Guardian(s) Information Evening regarding subject choice. A date is given to Parent(s)/Guardian(s) and students by which subject choice forms must be returned.

Parent(s)/Guardian(s) and/or students are welcome to request a one to one appointment with the Guidance Counsellor regarding subject choice, dependent on availability of the Guidance Counsellor.

· A process begins whereby four bands of subjects are drawn up in consultation with students and Parent(s)/Guardian(s), until an optimal fit is found within the school context. Once the students have decided on their choice the best fit will be done using Vsware options tool.

● Vsware portal will be opened for a period of a few weeks. Parents will be given information on how to use this portal and will be asked to select five subjects in order of their preference. Normally most students will be given their first four choices.

· Any difficulties that arise in accommodating student preferences are discussed with students and Parent(s)/Guardian(s) and the school Principal.

· Alternative choices are proposed with reference to career implications.

· Suitable alternatives are selected by students and ratified by the Parent(s)/Guardian(s) in all cases subject to availability.

· Subject choices to be completed before the Easter break.

Subject Change of Mind in 5th Year

- Except under exceptional circumstances, no changes in subject choice are permitted after 30th September on entering 5th Year.
- Changes prior to 30th September can only be facilitated subject to class size, and timetabling restrictions and parental/Guardian consent.

The following procedures are in place for pupils where change of subject choice can be facilitated:

- Students and/or Parent(s)/Guardian(s) arrange a consultation with the relevant Year Head and possibly referral to the Guidance team, thereafter. Please note changes in subjects may affect college entry requirements. It is the responsibility of the parents to be aware of these implications and accept the consequences of any changes made.

Referral to the Guidance Counsellor is typically via the Year Head as they are aware of the student, any class issues and class size and line restrictions.

- Request in writing from Parent(s)/Guardian(s) must be submitted to the Year Head. The Year Head, GC, parent and student must all sign the subject change form and these are submitted by the Year head to the office for administration changes.
- Request is discussed with Principal, Guidance Counsellor and the relevant teachers.
- Change is permitted when all concerned are in agreement and when the change of option form is fully completed.

Approval:

This policy has been distributed to staff, parents and students for their approval. Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of De La Salle College Waterford.

Chairperson: Nora Widger Principal: Michael Walsh

Date: 18/03/21

This policy will be due for review on:

Date: March 2023