

***Meánscoil na mBráithre Críostaí, Cill Chainnigh***  
**Christian Brothers Secondary School, Kilkenny.**

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## SUBJECT CHOICE POLICY May 2018

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
<b>School Management:</b>	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

## Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

## Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values.
- Promoting partnership in the school community.
- Excelling in teaching and learning.
- Creating a caring school community.
- Inspiring transformational leadership.

## **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 CBS Kilkenny.
3. To ensure a transparent policy by identifying the challenges that may arise within subject choice.

## **This policy applies to:**

1. Incoming 1<sup>st</sup> Years.
2. Entrants to 5<sup>th</sup> Year from Transition Year and from 3<sup>rd</sup> Year.

## **Subject Choices**

- Incoming 1<sup>st</sup> Years Choice of languages.  
Students choose one out of seven subjects (including Business) for the Junior Cycle.  
Optional subject taster system for the first week of the academic year.
- Entrants to 5<sup>th</sup> Year Choice of four subjects for Leaving Certificate from those available.

## Who is Responsible?

The ultimate decision and responsibility for subject choice rests with the Principal and the Board of Management of the CBS Kilkenny.

## Procedures for entrants to 1<sup>st</sup> Year

1. In the case of incoming 1<sup>st</sup> Years, Parent(s)/Guardian(s) are informed in writing about:
  - subject choice.
  - a Parent(s)/Guardian(s) Information Evening on subject choice regarding the subject content and assessment methods for Junior Cycle and links to Leaving Certificate subjects are highlighted.
  - the procedure for selection of their preference on the appropriate form.
  - the deadline for submitting such forms.
2. Parent(s)/Guardian(s) or students requiring further information subsequent to the Information Evening, may make an appointment with the Guidance Counsellor, at a mutually convenient time for all parties.
3. The School makes every effort to accommodate student preferences. Where it is not possible to do so or where Parent(s)/Guardian(s) or students are dissatisfied with the choices being offered to them, the following options are available:
  - An appointment may be set up with the student and/or their Parent(s)/Guardian(s) to discuss these matters.
  - Alternative choices may be proposed with reference to career implications.
  - Suitable alternatives may then be selected by the student and ratified by the Parent(s)/Guardian(s), subject to availability.

## **Procedures for entrants from TY to 5<sup>th</sup> Year**

On return to school early in the New Year, Transition Year students undertake a module on subject choice as part of the guidance programme.

### **They are given information on:**

- The list of subjects available to choose from.
- The entry requirements for 3<sup>rd</sup> level colleges and other career areas.
- The essential subjects for particular courses.
- The general relevance of subjects to all career areas.

### **Teachers of Leaving Certificate Subjects also give a presentation 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.

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.
- 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 February midterm break.

## **Procedure for entrants from 3<sup>rd</sup> Year to 5<sup>th</sup> Year**

Third year students are visited by the TY Coordinator and are given details on the TY programme, its contents, experiences and value to their education.

Parent(s)/Guardian(s) of all third year students are informed by letter, of a Parent(s)/Guardian(s) Information Evening on:

1. Joining the TY Programme.
- or
2. Proceeding directly to 5<sup>th</sup> Year.

Parents are given a date by which to return an initial preference form. This form identifies those students who will proceed directly to 5<sup>th</sup> Year.

This group of students is gathered together for six lessons on subject choice for Leaving Certificate. The same procedure is followed as that which applies for TY students going on to 5<sup>th</sup> Year.

### **Subject Change of Mind in 5<sup>th</sup> Year**

- No changes in subject choice are permitted after 30<sup>th</sup> September on entering 5<sup>th</sup> Year.
- Changes prior to 30<sup>th</sup> 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 Guidance Counsellor.
- Request in writing from Parent(s)/Guardian(s) must be submitted to the Guidance Counsellor.
- 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 approved by CBS Kilkenny Board of Management.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_