

Change of Subject Policy

Learning programs in K-6 are structured around six key learning areas. In accordance with Department of Education regulations no elective offerings are offered in these years, ie all learning areas are mandatory.

Subject offerings in Years 7-10 at Evans River School are structured so that students are able to meet

government requirements. Elective subjects are first available to students in Years 9 and 10. These courses are selected during Year 8 for a two year period (i.e. for study through both Year 9 and 10, students do not change elective subjects at the completion of Year 9 for Year 10 but undertake an elective for Year 9 and 10.

Subject offerings in Years 11 and 12 are structured so that students are able to meet requirements for the award of a Higher School Certificate or School to Employment Pathway Certificate. Changing of elective subjects is permissible at only certain times as student's progress through their studies.

Unit Requirements in Senior School

- Year 11

Students of the school are required to undertake a pattern of studies involving at least six units of internal study for both preliminary and HSC components. Courses taught at the school, distance education courses and TAFE courses for which the student is sitting the HSC examination, are considered 'internal' courses. Courses undertaken elsewhere, for example at TAFE colleges (for which HSC examinations are not being sat), are external courses.

- Year 12

Students of the school are required to undertake a pattern of study involving at least six units of internal study for both preliminary and HSC components. Courses taught at the school, distance education courses and TAFE courses for which the student is sitting the HSC examination, are considered 'internal' courses. Courses undertaken elsewhere, for example at TAFE colleges (for which HSC examinations are not being sat), are external courses.

The following variations to the requirements for Year 12 may be approved at the Principal's discretion:

- Students of the school are required to undertake a pattern of studies involving at least six units of internal study for the preliminary component. Students studying extension courses may be approved to undertake a five unit pattern during the HSC component subject. The Principal will use the criteria outlined below as a guide to determine eligibility for the five unit pattern of study.

The student has

- Provided a statement indicating why they are seeking the change which also provides an indication
- of post school intentions and how the subject change relates to the intended post school destination
- Satisfactorily completed requirements for their Year 11 courses of study (preliminary and HSC
- components)
- Satisfactorily completed requirements for preliminary courses studied during Year 12
- Maintained an attendance record at least 95% (accepting explained absences)
- Using Board of Studies scaled HSC marks for their best five units, achieved combined total of 140 or higher out of a possible maximum of 250 marks (ie a maximum of 50 marks possible for each unit)
- Completed all assessment tasks required to date on time during Year 11 preliminary and HSC, and Year 12 preliminary courses (i.e. no N award letters)
- The endorsement of teachers from Year 11 and preliminary Year 12 courses indicating the student has consistently demonstrated a high level work ethic and is capable of managing additional study time for study purposes effectively
- Maintained an exemplary behaviour record at the school as recorded on the RISC system
- Parental support for the change in subject
- The recommendation of the Year Adviser and Careers Adviser for the change in subject

Students studying extension courses may be approved to undertake a four unit pattern during the HSC

component subject.

- The students must be undertaking an extension two course and at least one other extension course.

The Principal will use the criteria outlined below as a guide to determine eligibility for the four unit pattern of study.

The student has

- Provided a statement indicating why they are seeking the change which also provides an indication of post school intentions and how the subject change relates to the intended post school destination
- Satisfactorily completed requirements for their Year 11 courses of study (preliminary and HSC components)

- Satisfactorily completed requirements for preliminary courses studied during Year 12
- Maintained an attendance record at least 95% (accepting explained absences)
- Using Board of Studies scaled HSC marks for their best five units, achieved combined total of 140 or higher out of a possible maximum of 250 marks (ie a maximum of 50 marks possible for each unit)
- Completed all assessment tasks required to date on time during Year 11 preliminary and HSC, and Year 12 preliminary courses (ie no N award letters)
- The endorsement of teachers from Year 11 and preliminary Year 12 courses indicating the student has consistently demonstrated a high level work ethic and is capable of managing additional study time for study purposes effectively
- Maintained an exemplary behaviour record at the school as recorded on the RISC system
- Parental support for the change in subject
- The recommendation of the Year Adviser and Careers Adviser for the change in subject

Student location during study periods

Students are required to undertake study periods in either the senior study within the library or in the senior COLA. Students are to be actively engaged in study during lesson time and not involved in other activities, including recreational activities.

1. At the beginning of Year 9

During Year 8 students make subject selections for their electives in Years 9 and 10. There is a small window of opportunity to adjust subject selections (in accordance with the existing elective lines) at the commencement of Year 9. The change should be requested within **the first four weeks of Year 9**. Students must collect a Change of Subject form from the **Deputy Principal**. The form requires sign offs by the teacher of the class the student is leaving, the teacher of the class the student wishes to move to, the parent and the Principal. The Careers Adviser does not need to see this form unless a discussion is desired by student or family. All sections of the form for Year 9 are to be completed and returned to the Deputy Principal. The Deputy Principal will provide the form to the office staff who will notify the Board of Studies of the change. The Deputy Principal will advise the Year Adviser of the outcome of the request to change subjects. The Year Adviser is to inform the student, and affected staff, of the outcome of the request. The student should not commence attending classes in the newly preferred subject until approval had been advised by the Year Adviser. The change of subject form is returned to the Deputy Principal by the office staff. The Deputy Principal will see that the student receives a 'Confirmation of Study' advice from the Board of Studies. This will need to be signed by the student and is placed on the student's file here at school.

2. At the beginning of Year 10

Changes in subject selections are not permitted at this time unless by special consideration through the Principal.

3. At the beginning of Year 11 and Year 12 (i.e. commencement of Preliminary course component)

The change should be requested within **weeks six or seven of term four**. Students must collect a Change of Subject form from the **Careers Adviser**. The form requires sign offs by the Careers Adviser, the teacher of the class the student is leaving, the teacher of the class the student wishes to move to, the parent and the Principal. All sections are to be completed and returned to the Deputy Principal. The Deputy Principal will provide the form to the office staff who will notify the Board of Studies of the change. The Deputy Principal will advise the Year Adviser of the outcome of request to change subjects studied. The Year Adviser is to inform the student, and affected staff, of the outcome of the request. The student should not commence attending classes in the newly preferred subject until approval had been advised by the Year Adviser. The change of subject form is returned to the Deputy Principal by the office staff. The Deputy Principal will see that the student receives a 'Confirmation of Study' advice from the Board of Studies. This will need to be signed by the student and is placed on the student's file here at school.

Students who join Year 11 or 12 at the commencement of term one may only change subjects during the first week of term one and they must complete the process described here as well.

4. At the commencement of the HSC component of Year 12

All students at Evans River are required to complete a minimum of three courses in each senior year. A minimum of 6 units must be undertaken in Year 11. If a student completes an extension course i.e. 7 units of study during Year 11, then they may complete 5 units of study in the HSC component of Year 12 (i.e. from the commencement term 2 in Year 12).

The change should be requested within **weeks one or two of term two**. Students must collect a Change of Subject form from the **Deputy Principal**. The form requires sign offs by the Careers Adviser, the teacher of the class the student is leaving, the teacher of the class the student wishes to move to, the parent and the Principal. All sections are to be completed and returned to the Deputy Principal. The Deputy Principal will provide the form to the office staff who will notify the Board of Studies of the change. The Deputy Principal will advise the Year Adviser of the outcome of request to change subjects studied. The Year Adviser is to inform the student, and affected staff, of the outcome of the request. The student should not commence attending classes in the newly preferred subject until approval had been advised by the Year Adviser. The Deputy Principal will see that the student receives a 'Confirmation of Study' advice from the Board of Studies. This will need to be signed by the student and is placed on the student's file here at school.

During non face-to-face lesson time students should be located within the senior study, senior COLA or on approved leave from school.

Notes about students changing schools

When a student changes schools midway through a study program (i.e. during any of Years 9-12), every effort should be made to align subjects studied at the former school with the new school. Under the regulations of the Board of Studies, Principals have discretion to approve movement into courses not formerly studied even midway through a study program. The Board has advised that courses studied for less than 100 hours will not be recognised on School Certificate or HSC documentation.

The new school will need to clarify courses undertaken by the student at their former school, the content of these courses and the student's achievement within those courses.

Special circumstances

Special circumstances may come about which, for example, can be documented and substantiated by medical practitioners which warrant a change of subjects at an unusual time i.e. change from Elective Food Technology due to developing allergy. To change their pattern of study, students need to complete a change of subject form in accordance with the procedures mentioned above (for their school year level). Medical certificates or documentation explaining the special circumstances should be attached to assist the Principal in considering the request. Students requesting such changes should not presume an outcome until a decision has been advised by the school.