

THEODOR HERZL HIGH SCHOOL

CHANGE OF SUBJECT POLICY

While subject changes are not encouraged, it is acknowledged that pupils may find that a certain choice of subject is no longer applicable or appropriate and, in the best interest of the pupil concerned, a change may have to be made.

In order to change a subject, the following procedure will have to be followed:

- ❖ The pupil must make an appointment with the Guidance Counsellor to discuss the proposed change. The consequences of such a change will be made clear at this point and guidance given.
- ❖ The proposed change, reasons pertaining to this and any advice/guidance given will be recorded and placed in the pupil's personal file for future reference.
- ❖ The Guidance Counsellor will seek the advice of both teachers who will be affected by the change.
- ❖ It must be noted that pupils may not continue with Physical Science or Accounts if they decide to change from Core Mathematics to Mathematical Literacy.
- ❖ Please be aware that deadlines for subject changes with the Department of Education do alter from year to year.
- ❖ It is accepted that making up all work missed is the responsibility of the pupil and that if prolonged extra time/individual lessons is needed from the new staff member concerned that this would have to be done after school hours and for the cost of the parent. (See Extra/private lessons policy).
- ❖ It cannot be assumed that the current teacher of the new subject will be available for such extra tuition as described above.