



# KIRWAN STATE HIGH SCHOOL

## Policy and Procedure Statement

### 2020 SUBJECT CHANGE POLICY

#### KIRWAN STATE HIGH SCHOOL

##### *A World Class School*

Telephone (07) 4773 8111

Facsimile (07) 4773 8100

Email [principal@kirwanshs.eq.edu.au](mailto:principal@kirwanshs.eq.edu.au)

Address Hudson Street, Kirwan, Qld 4817

PO Box 33, Thuringowa Central, Qld 4817

[kirwanshs.eq.edu.au](http://kirwanshs.eq.edu.au)

## SUBJECT CHANGE POLICY

In a mindful school, students, teachers, Guidance Officers and parents ensure that students have the necessary knowledge and understanding to make informed, appropriate subject choices. Careful career planning should precede Year 9 and Year 11 Subject Selections for all students. The transition to a new QCE in Queensland Schools in 2019 limits the capacity for students to make subject changes, especially in Years 11 and 12.

Consequently subject changes for individual students should be minimal and must take into account the following imperatives:

1. Students and parents should make every effort to ensure that appropriate subjects are chosen. Teachers and Guidance Officers are available to assist with this.
2. Students in Year 8 must engage in the Junior Education Planning process (JET Plan). Parents are required to also engage in this process and supervise the subject selections of their children.
3. Students in Year 10 and their parents must engage in the Career Education and Senior Education Planning (SET Plan) and take this process very seriously. All students in Year 10 study a QCAA Career Education Short Course as part of this process.
4. Students taking up TAFE or School Based Apprenticeships/Traineeships will not drop subjects unless there are exceptional circumstances. They may use the extension line as study or catch up time.
5. Students in Years 10 and 12 will not drop or change subjects except under exceptional circumstances. In order to apply for exceptional circumstances the student should see a Guidance Officer before making a submission to the Executive Principal. Exceptional circumstances are rare.
6. Years 9 and 11 deadlines for the completion of subject changes are:
  - End of Term 1 (Year 9, 2 Year Vet Courses)
  - End of Week 5, Term 1 (1 Year Vet Courses)
  - End of Unit 1 or 2 (ATAR pathway)
7. Guidance Officers must be consulted when making subject changes.



# KIRWAN STATE HIGH SCHOOL

## SUBJECT CHANGE 2020

Hudson Street  
KIRWAN  
PO Box 33  
THURINGOWA CENTRAL 4817  
(07)4773 8111 (ph)  
(07)4773 8100 (fax)  
[the.principal@kirwanshs.eq.edu.au](mailto:the.principal@kirwanshs.eq.edu.au)

### INSTRUCTIONS

Students are to ensure all parts of this form are completed. It is then to be handed in at the student counter.  
**REMAIN IN YOUR CURRENT CLASS UNTIL YOU RECEIVE A NEW TIMETABLE.**  
This will be distributed through your HGR roll.

### Part A. Student to complete.

Name:	HGR:	Year:
Which subject do you want to change?		
What is your reason for changing?		
Which subject(s) would you prefer to do instead? (list in order of preference)		
1 _____	2 _____	3 _____
What are your career goals?		
Only year 11 & 12 students should complete the following:		
Do you want to be OP/ATAR eligible?      Yes <input type="checkbox"/> No <input type="checkbox"/>		

### Part B. Current subject teacher to complete.

Teacher:	Signature:	Date:
How is this student progressing in this subject?		
Current level of achievement with rung position (eg SA5)/Fraction of VET competencies completed(eg 50%)		
In your opinion, has this student made an effort in this subject? (Include latest effort and behaviour results)		

### Part C. Current Head of Department (HOD) to Complete

HOD:	Signature:	Date:
Recommendation Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		

### Part D. Proposed Head of Department (HOD) to complete.

HOD Name:	Staffroom:
Recommendation Yes <input type="checkbox"/> No <input type="checkbox"/> Cost of Subject \$ _____      Date for change: <input type="checkbox"/> Beginning of Week _____ <input type="checkbox"/> Immediately	
Comment:	
Signature:	Date:

**Part E. Guidance Officer to complete.**

<b>Signature:</b>	<b>Date:</b>
Change to SET Plan required: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other Subjects (Results if possible):	
List any previous changes that the student has made:	
Will the student still be QCE eligible? Yes <input type="checkbox"/> No <input type="checkbox"/> Total Points Available: _____ Completed Core: _____	
Comments (Career goals, improvement strategies used by student to date):	
Guidance Officer's Recommendation:	

**Part F. Parent/Guardian to complete**

<b>Parent/guardian:</b>	<b>Signature:</b>	<b>Date:</b>
Has the student discussed this subject change with you? Yes <input type="checkbox"/> No <input type="checkbox"/>		
In your opinion, has the student made an effort to achieve their best in this subject?		
Do you support this change? Yes <input type="checkbox"/> No <input type="checkbox"/>	COST OF NEW SUBJECT TO BE PAID PRIOR TO CHANGE \$.....	

**ONCE COMPLETED THIS FORM MUST BE TAKEN TO THE STUDENT COUNTER**

**Part G. Principal to complete**

Subject change approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Signature:</b>	<b>Date:</b>

**OFFICE USE ONLY**

Change to	by	Signature	Date
<input type="checkbox"/> SDCS / Student Management			
<input type="checkbox"/> SET Plan			
<input type="checkbox"/> INVOICE	RECEIPT NO:		
<input type="checkbox"/> Record of Text Book Hire (Year 11 only)	Jean Croft		