**SUBJECT CHANGES**

**YEAR: …………………………………………………...**

**NAME OF LEARNER: ………………………………..**

**GRADE: …………………………………………………**

**CHANGING FROM …………………………….**

 **TO: ……………………………….**

**The following documentation is completed:**

|  |  |
| --- | --- |
| **Letter from parents requesting the subject change** |  |
| **A new subject change form** |  |
| **Section A** |  |
| **Section B** |  |
| **Section C** |  |
| **Summary of change** |  |
| **Letter of motivation from principal** |  |
|  |  |

 SCHOOL STAMP

**Section A:**

**THIS SECTION MUST BE COMPLETED BY THE PRINCIPAL/HEAD OF ACADEMICS**

**1. Proper guidance to parents and learners**

**What did the school do to inform learners and parents regarding subject choices and poor performance of learners?**

a) A subject choice evening was held towards the end of the third term. Parents and Grade 9 learners were invited. The subject choices were explained as well as tertiary requirements. Time was spent explaining the pass requirements in the FET phase and how subject changes work.

b) Subject teachers had to sign these subject choice forms and made certain recommendations based on learners’ achievements in their Grade 9 year.

c) A subject fair was held where Grade 9s could listen to Grade 10 learners sharing their experiences in the various subjects. There was ample time to ask questions.

d) The Grade Heads covered information with classes. In Life Orientation classes, time was taken to reinforce what was said during the subject choice evening and to ensure that learners understand the consequences of certain subject choices for tertiary education.

e) Subject teachers explained the differences between subjects in Grade 9 and subjects in the FET phase. Pass requirements were explained.

f) Poor performance by learners were brought to the attention of parents on a regular basis by means of reports every term, phone calls, meetings at the school, notes sent home and tests to be signed.

**Signed : DATE: ………………………..**

**…………………….. …………………………………**

**MRS K. Stear Mrs S. Gerber**

**PRINCIPAL Head of Academics**

**SECTION B:**

**THIS SECTION MUST BE COMPLETED BY THE TEACHER FROM WHOSE SUBJECT THE LEARNER IS CHANGING:**

**1. ACADEMIC RECORD OF THE LEARNER**

|  |
| --- |
| **Subject:**  |
|  |
| **End of Grade 9:** |  |
| **% of learner**  |  |
| **Av % of grade**  |  |
| **GRADE 10: Term 2:** |  |
| **% of learner**  |  |
| **Av % of grade**  |  |
| **Steps taken to rectify the situation:** |
| **GRADE 10: Term 4:** |  |
| **% of learner**  |  |
| **Av % of grade**  |  |
| **Steps taken to rectify the situation:** |
| **GRADE 11: Term 2:** |  |
| **% of learner**  |  |
| **Av % of grade**  |  |
| **Steps taken to rectify the situation:** |
| **GRADE 11: Term 4:** |  |
| **% of learner**  |  |
| **Av % of grade**  |  |
| **Steps taken to rectify the situation:** |

**Copy of progression schedule (if learner in Grade 11) or a set of SAMS results attached herewith:**

**Report Compiled by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Yes** |  |
| **No** |  |

**2. Do you agree that it is in the best interest of this learner to change her subject? Please indicate with a 🗶 in the appropriate block.**

**Signed:**

**……………………………… ………………………………**

**Mrs K. Stear …………………………….**

**PRINCIPAL SUBJECT TEACHER**

**DATE: ………………… DATE: …………………**

**SECTION C**

**THIS SECTION MUST BE COMPLETED BY THE TEACHER TO WHOSE SUBJECT THE LEARNER IS CHANGING.**

**1. Where a learner starts at the beginning of the academic year:**

**Outline the programme to be followed to assist the learner in covering those aspects of the curriculum and assessment for the previous grade(s) not completed.**

**2. Where a learner joins the new subject during the course of the year:**

**2.1 Stipulate the SBA tasks for the year and indicate which tasks the learner has not done.**

**2.2 Outline the programme to be followed to assist the learner in covering those aspects of the curriculum and assessment for the previous grade(s)/terms not completed.**

**What the teacher is prepared to do**

**What is expected of the learner**

**Exactly what content must be covered**

**How the learner is to be tested?**

**Important timeframes to adhere to**

**How the principal will be informed about progress made**

**How parents will be informed about progress made**

**Signed:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject Teacher Date**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mrs K. Stear Date**

**PRINCIPAL**

**Section C (where learner has only missed two terms of subject): GENERAL CATCH UP PLAN FOR LEARNERS IN GRADE 10 CHANGING ONE OR MORE SUBJECTS AT THE END OF TERM TWO**

**NAME OF LEARNER: SUBJECT:**

|  |  |
| --- | --- |
| 1. **SBA TASKS**
 |  |
| INDICATE THE SBA TASKS TO CATCH UP AND SUPPLY DEADLINE FOR COMPLETION OF EACH SBA TASK |  |
| 1. **INFORMAL TASKS**
 |  |
| INDICATE THE INFORMAL TASKS TO CATCH UP AND SUPPLY DEADLINE FOR COMPLETION OF EACH INFORMAL TASK. |  |
| 1. **WRITING OF JUNE EXAM PAPER**
 |  |
| PLEASE INDICATE HOW/WHEN /IF THIS/THESE PAPER(S) WILL BE WRITTEN. |  |
| 1. **ANY EXTRA LESSONS OFFERED? PLEASE ELABORATE**
 |  |
| 1. **Any other notes regarding catching up?**
 |  |

SIGNATURE OF TEACHER: ………………………………. DATE: ………………………………….

**Address:**

 **Date:**

**The Academic Head**

**Riebeek College**

**Uitenhage**

**6230**

**Dear Mrs Gerber**

**REQUEST FOR SUBJECT CHANGE**

**I, parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and surname of daughter), hereby request that she change the following subject/s:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**She is currently in Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. It is her choice and the reason/s for her request is/are:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I believe this change will be in her best interest. This change will benefit my daughter in the future. I agree with her request and her choice. I hereby give permission to Riebeek College to make application for the subject change and to effect the necessary changes.**

**Yours sincerely**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name and Surname in Block Letters**

Subject Changes: FET Grade 10-12

Name of School: Riebeek College Girls’ High School

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Learner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ID No of Learner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Change From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Subject Changes and when (if applicable):

**Declaration by TEACHER whose subject the LEARNER IS CHANGING FROM:**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NAME OF TEACHER) approve/do not approve of this change and *undertake to provide a Section B of subject change form and a copy of the promotion schedule (or SAMS printout of marks if not a learner changing at end of Grade 11) with learner’s marks highlighted.***

**Comments for approval/disapproval:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I intervened in the following ways but the learner did not benefit from these interventions: (tick where applicable)**

* **Extra lessons**
* **Extra exercises**
* **Contacted parents**
* **Spoke to the learner**
* **Subject Choice Evening Advice**
* **Advice at time of selecting subject**
* **Subject Fair Advice**
* **Didactical Aid Teaching**
* **Other (please elaborate):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Teacher whose subject is being left:**

**Name of Teacher whose subject is being left:**

**Date:**

**Declaration by TEACHER whose subject the LEARNER IS JOINING:**

**As the subject teacher for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of subject), I hereby provide my support of the subject change.**

**I understand that the responsibility to guide and support the learner to be able to demonstrate the knowledge and skills in the learning outcomes expected for this new subject will be a shared responsibility between the school, the learner and parents. I have drawn up a plan to assist the learner in catching up on the necessary knowledge and skills required to join the subject at this stage.**

***I hereby undertake to submit a Section C form of the subject change forms.***

**Signature of Teacher whose subject is being joined:**

**Name of Teacher whose subject is being joined:**

**Date:**

**Learner met with Grade Head for signature:**

**Grade Head Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade Head Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mrs K. Stear**

**Date:**

**Subject Changes Procedure**

**Learners**

* **Speak to teacher whose subject learner wishes to leave**
* **Speak to teacher whose subject learner wants to join**
* **Discuss subject change with parents**
* **Collect documentation from Mrs Gerber**
* **Fill in forms, get signatures and information from teacher whose subject learner wants to leave, subject learner wants to join AND the grade head, provide letter from parent**
* **Return forms to Mrs Gerber**
* **Find out from Mrs Gerber when start date is in new subject**
* **Thank teacher of subject leaving**
* **Hand in textbook and collect new textbook, cover new textbook in plastic**
* **Follow the catch up plan supplied for new subject and catch up the work**
* **Learners during holiday to be up-to-date**

**Grade Head**

* **Discuss with learner**
* **Speak to teachers concerned if necessary**
* **Make an appointment with parent or phone parent to discuss the subject change after the teachers have given input**
* **Check the letter of motivation from parents (template)**
* **Consider implication of change for other subjects, career options**
* **Inform parents, principal or Head of Academics of any reservations**
* **Sign the document**
* **Contact parent to confirm they have signed the documentation, send an sms to notify them a subject change has been requested from them or verify signature by checking office records**
* **For learners who should consider a subject change, ensure forms are placed in report envelopes and/or arrange for learners to receive documentation**

**Teacher whose subject the learner wishes to leave**

* **Discuss the reasons with the learner**
* **Suggest intervention strategies enabling the learner to stay in the subject**
* **Fill in the relevant section of the subject change form of the learner**
* **Submit a Section B and progression schedule (Grade 11 end of year) or SAMs printout of marks to Mrs Gerber**
* **Ensure the learner stays in class until notification is received from Head of Academics that learner may leave the classroom**
* **Ensure that the learner completes and stays up to date with the work until such time as subject change is formalised**
* **Ensure textbook/s is/are returned to Mrs du Plessis**
* **Remove learner on SAMS from your subject list**

**Teacher whose subject the learner wishes to join**

* **Discuss the advantages and disadvantages of the change**
* **Fill in the relevant section of the subject change form**
* **Submit a Section C form (catch up plan)**
* **Discuss with learner what work must be caught up and provide time frames**
* **Assess the learner’s progress in catching up**
* **Order a textbook if necessary or obtain a textbook from Mrs du Plessis**
* **Enter learner’s name on your subject class list on SAMS**
* **Fill in marks for work missed on SAMS and notify Mr Weidemann so he can validate and update these “new marks”**
* **Do not receive learner in your class until informed by Head of Academics**
* **Ensure learner meets the deadlines you set for tasks to be handed in**

**Parents**

* **Fill in relevant section of subject change form**
* **Provide a letter of motivation (template provided)**

**Mrs Gerber**

* **Receives Section B and promotion schedule/SAMS printouts from teacher whose subject the learner is leaving**
* **Receives Section C (catch up plan) from teacher whose class the learner wishes to join**
* **Informs both teachers when start date in new subject will be**