

RIEBEEK COLLEGE

UITENHAGE



SUBJECT CHANGES

BLACK PEN ONLY, PLEASE.

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:



Letter from Principal and 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.
- g) The Grade Head met with the learner to discuss the subject change.

Signed :

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MRS K. Stear

PRINCIPAL

.....

Mrs S. Gerber

Head of Academics

DATE:

Subject Changes: FET Grade 10-12 Subject Change: Section A continued

RIEBEEK COLLEGE

UITENHAGE



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)

- RECOMMEND/approve/
- do not approve/DO NOT RECOMMEND

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/recommendation/declining of recommendation:

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
- suggest careful consideration of whether this subject change is viable

In terms of space in the class for an additional learner:

- There is no challenge
- There is a challenge

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

- We discussed the effect on career options
- The marks of all subjects were examined to ascertain if the subject change is viable
- We reviewed the learner's work ethic, timing of wanting to change, implications of change, suggestions of teachers
- We checked that the forms were completed

As the subject teacher for _____ (name of subject), I hereby

- provide my support of the subject change
- suggest careful consideration of whether this subject change is viable

Grade Head Name: _____

Grade Head Signature: _____

Principal's Signature: _____

Mrs K. Stear

Date: _____

LETTER FROM PARENT REQUESTING SUBJECT CHANGE:

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 have reviewed the input and advice from the teachers set out on this document.

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

RIEBEEK COLLEGE GIRLS' HIGH SCHOOL SUBJECT CHANGE FORM:



GRADE -----

Name and Surname of Learner: _____ Year: _____

ID Number of Learner: _____

Parent or guardian signature as proof of authorization for the selection indicated herewith : _____

The change is from _____ to _____

An X indicates the subject LEFT/DROPPED.

A √ indicates the NEW subject selected.

A * indicates subjects that are being taken.

1. English: COMPULSORY (Primary Language, Language of Instruction, Home Language)

2.

- Afrikaans Additional Language
- Xhosa Primary Language

3.

- Mathematics:
- Mathematical Literacy

4. Life Orientation: COMPULSORY

5.

- Life Sciences
- Computer Applications Technology
- History

6.

- Accounting
- Geography
- Life Sciences
- Business Studies

7.

- Physical Sciences
- Consumer Studies
- Business Studies
- History

Will the change require the learner to change the category of another subject:

Yes

No

Details:

SECTION B: THIS SECTION IS COMPLETED BY THE TEACHER FROM WHOSE SUBJECT THE LEARNER IS CHANGING:

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

Name and Surname of Learner:

Grade and Class:

1. ACADEMIC RECORD OF THE LEARNER

Subject:	
End of Grade 9:	
% of learner	
Av % of grade	
<u>GRADE 10: Term 1/2:</u>	
% of learner	
Av % of grade	
Steps taken to rectify the situation:	
<u>GRADE 10: Term 3/4:</u>	
% of learner	
Av % of grade	
Steps taken to rectify the situation:	
GRADE 11: Term 1/2:	
% of learner	
Av % of grade	
Steps taken to rectify the situation:	
GRADE 11: Term 3/4:	
% of learner	
Av % of grade	
Steps taken to rectify the situation:	

SECTION B CONTINUED:

2. **Teacher whose subject is being left and who compiled this report:**
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.

Yes	
No	

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.

NAME OF LEARNER:

SUBJECT:

<p>1. SBA TASKS</p>	
<p>INDICATE THE SBA TASKS TO CATCH UP AND SUPPLY DEADLINE FOR COMPLETION OF EACH SBA TASK</p>	
<p>2. INFORMAL TASKS</p>	
<p>INDICATE THE INFORMAL TASKS TO CATCH UP AND SUPPLY DEADLINE FOR COMPLETION OF EACH INFORMAL TASK.</p>	
<p>3. WRITING OF JUNE/OTHER EXAM PAPER</p>	
<p>PLEASE INDICATE HOW/WHEN /IF THIS/THESE PAPER(S) WILL BE WRITTEN.</p>	
<p>4. ANY EXTRA LESSONS OFFERED? PLEASE ELABORATE</p>	

5. Any other notes regarding catching up?

GENERAL
ARRANGEMENTS FOR
CATCHING UP:

Signature of teacher whose subject the learner will be joining:

Subject Teacher

Date

Mrs K. Stear

Date

PRINCIPAL

Subject Changes Procedure for the Process of making sound changes:

BLACK PEN ONLY THROUGHOUT PLEASE. DO NOT RESTAPLE SHEETS AS FORMS GET FILLED IN AS THE STAPLES NEED TO REMOVED AND THE DOCUMENTS PHOTOCOPIED SO A PLASTIC SLEEVE OR PAPER CLIP IS BEST.

Learners

- Remember that a teacher can indicate that she does not approve/ does not recommend or express concerns about the size of the new class etc. This is to help with the decision making. This does not mean your subject change is rejected – it means we will address those concerns in the process of the subject change.
- 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 the forms where you see this sign:
- Fill in forms, get signatures and information from teacher whose subject learner wants to leave, subject learner wants to join AND the grade head,
- Show your parent/guardian the forms filled in so far by your teacher and ask your parents to fill in the letter from parent from parent page and to sign the new subject choice form
- You can leave Section B and Section C with your teachers as they will get those filled in separately to the forms and give to Mrs Gerber (This saves you time)
- Be aware that you should visit the teacher at a time convenient for them so you might find you have to return to see them if you see them at a time that is not convenient for them such as when they are teaching.
- 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

Parents

- Fill in relevant section of subject change forms providing a signature in two places
- Assist your daughter with filling in the ID number where it is required
- Remember that a teacher can indicate that she does not approve/ does not recommend or express concerns about the size of the new class etc. This is to help with the decision making. This does not mean the subject change is rejected – it means we will address those concerns in the process of the subject change. Subject changes are a process.
- Provide a letter of motivation (template provided). Read Section A where the teacher whose subject the learner is leaving and teacher of the new subject provide input to inform you decision making. Note that the Department of Education will reject letters of motivation that relate to an opinion of the teacher. The reason should be that the learner is not coping or would like to take a subject more aligned to her career interests.

Grade Head

- Discuss with learner and 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 and all the documents that they are complete
- 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 of a subject change requested 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. This can be done separately so detach Section B from the documents.
- 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). The Section C provided is a guide only and it is suggested that you provide a more detailed one. Detach the Section C and keep.
- 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

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
- Consults with Mrs Stear and finalises the subject change forms to submit to the department for their decision
- Informs both teachers when start date in new subject will be

