



THEODOR HERZL HIGH SCHOOL

CHANGE OF SUBJECT POLICY

Changing subjects in Grades 10, 11 and 12

(a) A learner may change one subject before June in his or her Grade 10 year. One more subject may be changed in the second half of the Grade 10 year.

(b) Learners may change a subject in Grade 11 (by the close of school in their Grade 11 year) if the school deems it is in the best interests of the learner to change a subject. The school may take such a decision only after consultation with the Head of Department or his/her delegate.

Changes may only be made within the standing subject groupings of that year.

No subject changes are allowed in Grade 12.

While subject changes are not encouraged, it is acknowledged that pupils may find that a certain choice of subject is no longer applicable or appropriate and, in the best interest of the pupil concerned, a change may have to be made.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 first step is to check with the Head of Academics to see whether the proposed change is possible or feasible. This person will give academic guidance to guide the pupil's choice.
- ❖ Then 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 if they decide to change from Core Mathematics to Mathematical Literacy. Pupils are not encouraged to do Accounting if they cannot manage Core Mathematics either.

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- ❖ 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.

The IEB has prepared an affidavit for principals to complete should they be enrolling a learner for a subject that the learner has not studied from Grade 10. This affidavit indicates that the learner has participated in a focused programme arranged or overseen by the school that has enabled the learner to cover the programme requirements for Grade 10 and Grade 11 and comply with the internal assessment requirements for Grade 10 and Grade 11 in such a way that he/she has obtained the distinct outcomes and associated assessment standards of both years.

This document must be signed by a Commissioner of Oaths and sent to the IEB at the time of enrolling learners.

Theodor Herzl parents sign a similar document whereby they commit to supporting this decision.

Reviewed August 2023