



EARLSTON HIGH SCHOOL SUMMARY OF SUBJECT CHOICE ARRANGEMENTS

S2 into S3 Choices (February/March)

- Parents invited to an information evening where SMT give presentations on the background to the choice programme (eg careers, Standard Grades, how the choice programme works, what to do and not to do when making choices, help available and so on); sometimes, a Tree of Knowledge presentation is incorporated into this evening.
- Pastoral staff discuss the choice procedure with pupils at PSE classes.
- Pastoral staff issue S2 reports and discuss individually with pupils.
- Course booklets describing all courses on offer and course choice sheets issued to all pupils.
- S2 parents evening occurs chronologically at this point so that, with reports and booklets/choice sheets available, parents can consult teaching staff meaningfully about progress and choice issues.
- Pastoral staff discuss choices with pupils individually and complete course choice sheets which are then signed by parents before being officially submitted.
- Course choices processed and given to responsible member of SMT (Mr McLean).
- Choices fed into computer so that class sizes can be determined.
- Decisions taken on whether small classes should run.
- Considerable shuffling of pupil choices made around the choice sheet to address problems of over-subscription or significant imbalances in class sizes in the same subject.
- Where necessary, pupils asked to re-choose (most commonly, where a class is not running); the number required to do this in the past has been extremely small.
- All pupil choices are put back to pastoral staff and double-checked for accuracy.

S4/S5 into S5/S6 Choices (March)

- S4 reports (following prelims) and S5/S6 parents' evening in January; S5/S6 prelims in February.
- The Senior Choice Programme fits chronologically into PSE classes at this point in March so that students and parents have the maximum amount of relevant information with which to make informed decisions and choices.
- S4 and S5 students issued with Decisions booklets – choice calendar; criteria to consider for leaving school or staying on; available help; responsibilities and privileges of Fifth and Sixth Year. All these issues are discussed in PSE.
- S4 students also complete Induction Booklets about themselves – attitude to school; academic progress; strengths, personal qualities and interests; career plans; purpose if returning to school.

- Coursebooks (incorporating choice sheet) describing all courses on offer issued to students intending to return to school.
- Leavers Booklets issued to those intending to leave school – options after school; further education; advice on completing application forms; advice on interviews.
- All S4 and S5 students interviewed individually by pastoral staff; choice sheets or leavers forms completed as appropriate.
- All choice data returned to responsible member of SMT (Mr McLean) for feeding into computer.
- Decisions taken on whether small classes should run.
- Shuffling of student choices made around the choice sheet to address problems of over-subscription or significant imbalances in class sizes in the same subject.
- Consideration given to whether any course could be moved to a different column where any student has annotated the choice sheet in relation to a difficulty.