



Class-Transfer Policy

1. General

a) Scope

The policy applies to all students of Gaelcholáiste Charraig Uí Leighin, their Parents/Guardians and the school's staff.

b) Relationship to the school's characteristic spirit

Gaelcholáiste Charraig Uí Leighin is a multi-denominational all-Irish speaking school under the patronage of Cork Education and Training Board. We aim to provide a secure, welcoming and active learning environment in which everyone is encouraged and challenged to develop his/her full potential academically, socially, personally and morally, with student wellbeing at its core. The Class-Transfer Policy has been drafted to achieve these goals, and it is expected that all students registered at the school adhere to this policy.

The Class-Transfer Policy seeks to assist parents in achieving the best outcomes for their children. It has been drawn up by the Board of Management in consultation with all the school partners, and in keeping with the requirements of the Education (Welfare) Act 2000, with a view to fostering an appreciation of learning among students attending Gaelcholáiste Charraig Uí Leighin.

c) Context

This policy has been devised in consultation with all members of the school community and in keeping with the school's characteristic spirit. It should be read in conjunction

with the school's Health and Safety Policy, Code of Behaviour, Anti-Bullying Policy and Child Protection Policy. Gaelcholáiste Charraig Uí Leighin encourages the pursuit of excellence and strives to create an environment conducive to the highest standards of achievement with the well-being of every student at its core.

d) Rationale:

This policy was devised to:

- a) Work to protect, in conjunction with all other aspects of school life, the care and well-being of the students;
- b) Facilitate continuity and progression in the learning process;
- c) Ensure that students benefit fully from opportunities that this school offers them;
- d) Ensure all Parents/Guardians, Students and Teachers are aware of their responsibilities in relation to the policy.

2. Objectives

The Objectives of this Policy are:

- a) To encourage students to learn to take responsibility for their own learning;
- b) To make clear all rules and regulations in relation to the Class-Transfer Policy;
- c) To ensure that pupils gain maximum benefit from the learning opportunities afforded to them by the school;
- d) To support the development of a school environment where student well-being is core;
- e) To encourage good communication between parents/guardians and school;
- f) To support students and parents where issues arise around Class-Transfers.

3. Base Classes

- a) A meeting can be requested by parents/guardians with the First Year Year-Head in Spring of 6th Class to discuss any concerns or requests regarding Base Classes.
- b) All Junior Cycle Base Classes in Gaelcholáiste Charraig Uí Leighin are of Mixed-Ability.
- c) Pupils will remain in their Base Classes for all subjects in First Year, and will remain in their Base Classes for the Core Subjects of Irish, English, Maths, Science, Spanish, History, SPHE, CSPE, Religion and Physical Education in Second and Third Year. In Senior Cycle, pupils will remain in their Base Classes for Irish, English, Maths, Spanish, Physical Education, Guidance and Religion, except in the case where Ordinary and Higher-Level classes are created.
- d) Base Classes shall remain unchanged for the duration of Junior and Senior Cycle, except in some exceptional circumstances where the school may transfer a pupil to another Base Class in the best interests of all concerned, following discussions between all stakeholders involved in the decision.
- e) Requests made to the school for a Class-Transfer shall be dealt with in a fair and sensitive manner. The transfer of a pupil between Base Classes is dependent on many factors. These include space available in another Base Class, the Well-Being of the pupil, the teaching and learning of the pupil and his/her classmates, and the suitability of the pupil to a Base Class.
- f) Base classes are reviewed on a regular basis.

4. Junior Cycle Option Blocks

- a) An Information Session on Option Blocks for Parents/Guardians will be held in Autumn of First Year.
- b) Gaelcholáiste Charraig Uí Leighin, to as far as is possible, do not have pre-assigned Option Blocks for students to choose from. Option Blocks are created annually from student preferences. Thus, every effort is made by the school to meet the preferences of students. However, there will always be situations where preferences cannot be made within the subject bands.
- c) Pupils choose their preferred Option Subjects in October of First Year.

- d) It is not recommended that pupils should change from one Option Subject to another. However, in exceptional circumstances, the school will consider any written request made by a Parent/Guardian of the pupil before the February Mid-Term Break in First Year.
- e) Permission being granted to transfer between Option Subjects is dependent on many factors. These include space available in the requested Option Class, Health and Safety concerns, previous exam results in the requested Option Class, and the advice of the pupil's Option Subject teachers.
- f) Any requests to transfer made after February Mid-Term break of First Year shall be respectfully declined.

5. Change of Level in a Junior Cycle Subject

- a) Any written request from a Parent/Guardian of a pupil, to change from Higher to Ordinary Level in any subject shall be looked on favourably if it is deemed in the best interests of the pupil, following discussions between all the relevant stakeholders.
- b) Any request to change from Ordinary Level to Higher Level will not be accepted, except in extremely exceptional circumstances.

6. Senior Cycle Core Subjects

- a) Some Senior Cycle Core Subjects may be divided into Higher and Ordinary Level.
- b) The level at which students shall study Senior Cycle Core Subjects will be decided upon based on results obtained at Junior Cycle level, the wishes of the student and the advice of the subject teacher and Guidance Teacher.
- c) Any written request from a parent/guardian of a pupil, or from a pupil themselves in the case of him/her being 18 years or older, to change from Higher to Ordinary Level shall be looked on favourably if it is deemed in the best interests of the pupil, following discussions between all relevant stakeholders.
- d) Any request to change from Ordinary Level to Higher Level will not be accepted, except in extremely exceptional circumstances.

7. Senior Cycle Option Subjects

- a) An Information Session on Option Blocks for parents/guardians will be held in February of Transition Year.
- b) Pupils will receive guidance and advice from their class teachers regarding the subject options open to them.
- c) Gaelcholáiste Charraig Uí Leighin, to as far as is possible, do not have pre-assigned Option Blocks for students to choose from. Option Blocks are created annually from student preferences. Thus, every effort is made by the school to meet the preferences of students. However, there will always be situations where preferences cannot be made within the subject bands.
- d) Pupils choose their preferred Option Subjects in February of Transition Year, and are informed by the school as to what Option Subjects they will study for Senior Cycle by March of Transition Year.
- e) It is not recommended that pupils should change from one Option Subject to another. However, in exceptional circumstances, the school will consider any written request made by a parent/guardian of the pupil before the end of September in Fifth Year.
- f) Permission being granted to transfer between Option Subjects is dependent on many factors. These include space available in the requested Option Class, Health and Safety concerns, previous exam results in the requested Option Class, Junior Cycle results in the subject, and the advice of the pupil's Option Subject teachers.
- g) Any requests to transfer made after the end of September in fifth Year shall be respectfully declined.

This policy will be made available to all stakeholders of the school.

It will be reviewed annually, and/or as is deemed necessary.

This policy was adopted by the Board of Management on March 13th, 2018.
It was last reviewed on May 10th 2022.