



DOMINICAN COLLEGE MUCKROSS PARK

SUBJECT CHOICE POLICY (Ratified by BOM 26th March 2025)

‘Be who God meant you to be and you will set the world on fire’.

Catherine of Siena

Our Vision

As a school in the Catholic, Dominican tradition, our educational vision as expressed in our motto, Veritas, encompasses the lifelong search for truth, respect for tradition, and commitment to human flourishing.

Our Mission

We are proud of our lived Christian heritage, which inspires us to welcome and respect people of all backgrounds and beliefs. We tailor our educational approach to the needs of each individual student. We aim to excel in teaching and learning and provide an extensive programme of additional activities as we believe that every student deserves the opportunity to flourish.

Sustained by our Dominican tradition, we invite our students to engage with the values of Jesus Christ, who is the Way, the Truth and the Life. Our educational community cultivates care in our students and staff for themselves, their neighbours, and their planet. We aim to strengthen empathy, nurture integrity and discernment, and generate a love of lifelong learning throughout our school community.

Purpose

This policy outlines the subject choice process for First Year and Fifth Year students at Dominican College Muckross Park. It also provides guidance for any student wishing to change their option subjects.

This policy aims to ensure a smooth and transparent subject selection process, supporting students in making informed choices.

Scope

This policy applies to:

All First Year and Fifth Year students.

Any student from any other year group seeking to change option subjects.

Timeline and Deadlines

Incoming First Year Students:

Parents/Guardians of incoming First Year students must submit their subject preferences within one week of the Incoming First Year Welcome Night.

Specific dates will be communicated during the Incoming First Year Welcome Night and through email.

Fifth Year Students:

Transition Year students will select their Leaving Certificate subjects in February or March.

Guidance and Support

For Transition Year Students (Entering Fifth Year) to assist students in making informed decisions:

A Subject Choice Information Day is held annually for Transition Year students.

A detailed subject guide is provided to each student, in advance of the subject choice information day.

All students will have completed an Interest Inventory and Psychometric Assessment prior to making their choices.

All presentation materials from the Information Day are made available on the school website.

Students and parents can schedule a meeting with the guidance counsellor at any stage of the decision-making process.

Teaching staff are available to address specific subject-related questions.

For Incoming First Year Students

A detailed subject guide is shared with every student.

A guidance presentation from the Incoming First Year Welcome Night is emailed to parents.

The guidance counsellor is available to address queries from parents in person, by phone, or by email.

Subjects Offered

First Year Options

The following subjects are offered to incoming First Year students:

Art, Business, French, German, Home Economics, Music, Spanish, Science.

Note: Subject availability may vary annually depending on staffing and timetabling constraints.

Fifth Year Options

The following subjects are *usually* available to Transition Year students entering Fifth Year:

Accounting, Art, Biology, Business, Chemistry, Computer Science, Economics, French, Geography, German, History, Home Economics, Music, Physics, Religious Education, Spanish, PE.

Important Notes:

1. Subjects will only run if there is sufficient demand and qualified teachers available. The definition of “sufficient demand” is determined by the Principal and the Board of Management.
2. In Fifth Year if places are limited, priority will be given to students who studied the subject at Junior Cycle.

3. Students unable to secure a place in their preferred subject will be assigned a lower preference subject and placed on a waitlist which is created by the compute package used in this process.
4. Students may not take on a new language ab initio in Fifth Year.

Application and Selection Process

Fifth Year Students:

Students list six subjects in genuine order of preference: four primary choices and two reserve options.

Incoming First Year Students:

Students list seven subjects in order of preference: three primary choices and four reserves.

Preferences are submitted online.

Confirmation and Changes

Students and parents will receive confirmation of subject allocations via email by the end of March.

Subject Change Requests

For First Year Students:

Junior students may not change option subjects after midterm of First Year.
All First Year waiting lists will be dissolved in November of First Year.
Students offered a place from a waitlist have 24 hours to accept or decline the place.

For Fifth Year Students:

Fifth Year students may change subjects if space is available in the desired class.
No changes are allowed after the October Midterm.

Second, Third & Sixth Year students are not permitted to change subjects.

In Exceptional Circumstances Parents /Guardians may make representations to the Principal on behalf of their child to change options later than the midterm of fifth year. Changes are viewed as the exception rather than the rule. The decision of the Principal is final.

Policy review

This policy will be reviewed as necessary and particularly to comply with any relevant legislative changes.

This policy was ratified and adopted by the Board of Management on 26th March 2025.

Signature of Principal: Aime Marie Wee **Date:** 26 / 3 / 2025

Signature of BOM Chairperson: Mary White **Date:**

Date of next review: