



Class or Subject Changes

Subject or class changes may be requested by students, parents/carers, Heads of Department, Deputy Principals at various times throughout the year.

Class Changes

When a class change is requested, the Head of Department – Curriculum must be consulted. Once consultation has occurred between the Head of Department – Curriculum, student and parents, the Head of Department – Curriculum in negotiations with Deputy Principal may decide to proceed with the class change.

Responsibilities:

- Heads of Department – Curriculum
 - Action class changes within OneSchool – ensure alert is sent to teachers
 - Provide an updated copy of the student timetable to the student
 - Notify parents of the change

Subject Changes

When a subject change is requested, the Head of Department – Student Services must be consulted. Once consultation has occurred between Head of Department – Student Services, students and parents, the Head of Department – Student Services may decide to proceed with the subject change.

Consideration of subject fees needs to be discussed with parents. Please note the following timelines for invoicing of subject fees:

Term 1 Week 3	SRS invoices sent to all parents and carers
Term 1 Week 4	Subject fee invoices sent to all parents and carers <ul style="list-style-type: none">• <i>if a student changes out of a fee-paying subject within Semester 1, they will receive a credit of subject fees for Semester 2 only.</i>• <i>if a student changes out of a fee-paying subject within Semester 2, they will not receive any credit of subject fees.</i>• <i>if a student changes into a fee-paying subject within Semester 1, they will pay the full subject fee.</i>• <i>if a student changes into a fee-paying subject within Semester 2, they will pay the Semester 2 portion of the subject fee.</i>

Responsibilities:

- Heads of Department – Student Services
 - Action class changes within OneSchool – ensure alert sent to teachers
 - Provide an updated copy of the student timetable to the student
 - Notify parents of the change



Class or Subject Change Application

This form must be completed for all class or subject changes

Complete this section for class changes	
Current Subject Code	
Current Teacher	
Current Head of Department	
Parent/Carer	Signature:
	Date:
Head of Department – Curriculum to complete this section	
Proposed Subject Code	
Proposed Teacher	
Head of Department - Curriculum	Signature:
	Date:

Complete this section for subject changes		
Current Subject Code		
Current Teacher		
Current Head of Department	<i>Please provide comment</i>	
Parent/Carer	Signature:	
	Date:	
Head of Department – Student Services to complete this section		
Proposed Subject Code		
Proposed Teacher		
Proposed Head of Department		
Head of Department – Student Services JS/MS	Signature:	
	Date:	
Complete For Year 11 and 12 Students		
ATAR eligible prior to change	YES	NO
ATAR eligible after change	YES	NO
QCE Literacy achieved	YES	NO
QCE Numeracy achieved	YES	NO
QCE/QCIA on track	YES	NO
Head of Department – Student Services SS	Signature:	
	Date:	

OFFICE USE ONLY			
		STAFF CODE	DATE
Parent consulted and informed of implications on subject fees	<input type="checkbox"/>		
QLearn is archived	<input type="checkbox"/>		
OneSchool updated and teachers notified.	<input type="checkbox"/>		
Student has received a new timetable	<input type="checkbox"/>		
QCAA Student Management updated	<input type="checkbox"/>		
SharePoint Assessment Results updated	<input type="checkbox"/>		
Finance	<input type="checkbox"/>		

TULLY STATE HIGH SCHOOL

A WORLD OF POSSIBILITIES FOR EVERYONE



SUBJECT FEES	
YEAR 9	
Food Technologies	\$65
Instrumental Music	\$50 instrument hire
YEAR 10	
Food and Fashion Technologies	\$100
Food Technologies	\$100
Instrumental Music	\$50 instrument hire
Materials and Technologies Specialisation	\$105
Visual Art	\$30
YEAR 11	
Certificate II in Hospitality	\$75
Engineering Skills	\$85
Fashion	\$35
Industrial Technology Skills	\$35
Instrumental Music	\$50 instrument hire
Mathematical Methods	\$50 graphics calculator hire
YEAR 12	
Certificate II in Hospitality	\$75
Engineering Skills	\$85
Fashion	\$35
Industrial Technology Skills	\$35
Instrumental Music	\$50 instrument hire
Mathematical Methods	\$50 graphics calculator hire