

# **Dominican College** **Sion Hill**



## **Academic Policy**

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## Section 1 – General

Dominican College Sion Hill aims to help each student achieve her full potential academically, spiritually, physically, emotionally and socially in a happy secure environment.

We strive to foster an environment where students can develop a love of learning that will endure throughout their lives. Staff will endeavour to assist students to develop their talents, and acquire skills and strategies that will help them become confident, independent and active learners.

## Section 2 – Study/Homework

### How much Study/Homework?

Study is defined as the combination of (i) homework (written and oral), (ii) revision and (iii) exam preparation. In the build up to exams, study time should exceed minimum stated.

We believe that study is an essential part of the learning process. It is important that students record homework each day in their journal, both written and memory work for all their subjects. Students should ensure that they take home all the books they require each night. Homework assigned over a long time frame should be started the day it is given to avoid build-up and panic later on.

It is difficult to prescribe exactly how long students should spend studying. It varies from student to student, from subject to subject and from day to day. The following is a guideline only. It is the quality of the time spent which determines the benefits of homework. The following table gives a recommended **minimum** study time for each year group. It also shows the **maximum** amount of homework that should be issued by any one subject.

Year	Study per day (Mon-Fri)	Study at weekend (Sat & Sun)	Homework per subject (Mon-Fri)
1	1-2 hours	2.5-3 hours	0-20 minutes
2	2 hours	3 hours	0-20 Minutes
3	2.5 hours and more as exams approach	5 hour	0-30 Minutes
4			
5	3 hours	5-6 hours	0-40 Minutes
6	3-4 hours and more as exams approach	8-10 hours	0-40 Minutes

## **Why Homework?**

- ü Allows each student to develop skills and to revise material recently taught in class.
- ü It helps students retain and gain a deeper understanding of work covered in class.
- ü It helps students prepare for the next lesson.
- ü Revision is made easier.
- ü Complete homework provides valuable feedback to teachers about the progress of students and their own delivery of a topic.
- ü Helps to build self-confidence.
- ü Develops students' organisational skills and self discipline.
- ü Gives parents an opportunity to become involved in daughter's education.
- ü Is vital for exam success.

## **What is Homework?**

- ü Short written answers to be written each night.
- ü Short exercises aimed at practising new skills/applying new concepts.
- ü Writing answers in work book.
- ü Drawings, diagrams or maps.
- ü Longer written answers which may be completed over longer time frame.
- ü Essays.
- ü Project work that may extend over a few weeks.
- ü Practising or completing art work.
- ü Researching.
- ü Memory work involving recapping and learning material covered in class.
- ü Gathering materials/ideas for Art/Home Economics/Science.

## **Feedback**

Feedback by teachers takes the form of:

- ü General comments for all the class to clarify or to re-present an element of the material or to correct a mistake made by a large number.
- ü Comments at end of work or in margin.
- ü Written correction of error especially in language homework.
- ü A grade written at the end of the work.

Teachers at all times try to encourage effort and let the students know what is good about their work while at the same time indicating where improvements are needed. Students should try to learn from the homework feedback so that they develop what is good and not repeat mistakes the next time.

## **Assessment for learning (AFL).**

A number of Subject Departments have introduced AFL as a strategy for promoting learning. AFL is used as part of the learning process as opposed to assessment of learning which would normally occur at the end of a learning unit. Some of the features are outlined below:

assessment can be based on a variety of information sources (e.g., portfolios, works in progress, teacher observation, conversation)

verbal or written feedback to the student is primarily descriptive and emphasizes strengths, identifies challenges, and points to next steps as teachers check on understanding they adjust their instruction to keep students on track

no grades or scores are given - record-keeping is primarily anecdotal and descriptive

occurs throughout the learning process, from the outset of the course of study to the time of summative assessment

## **Assessment as learning**

begins as students become aware of the goals of instruction and the criteria for performance

involves goal-setting, monitoring progress, and reflecting on results

implies student ownership and responsibility for moving her thinking forward occurs throughout the learning process

## **Section 3 – Supervised Study**

Subject to sufficient demand, supervised study will take place after school on Mondays, Tuesdays, Wednesdays and Thursdays – for 2 hours. On Mondays, Wednesdays and Thursdays it will commence at 3.15 and on Tuesdays it will commence at 3.50

The cost for attendance on each day will depend on the number of students.

Note: There will be no supervised study on days of staff meetings, parent teacher meetings, and on a few other specified days during the year.

If a student wishes to take part she must complete an application form and return it to the office.

A student will receive a stamp in their diary to indicate that they have attended supervised study.

**Supervised study will only take place if there is sufficient demand.**

## Section 4 – Examinations and Reports

- ü 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year students sit examinations at Christmas and Summer.
- ü 3<sup>rd</sup> and 6<sup>th</sup> year students sit mock examinations in February.
- ü All students receive Mid-term and Easter reports.
- ü All students receive Christmas reports.
- ü 3<sup>rd</sup> and 6<sup>th</sup> year students receive reports after their mock examinations.
- ü Transition year student's assessments may involve the following: external certification, portfolio, interview, oral presentations, self and peer evaluation and external evaluation.
- ü Transition year students receive monthly reports.

## Section 5 – Junior and Leaving Certificate Students

Many students, especially those sitting State Examinations continue to hold down part-time jobs. Some students are working well in excess of 10 hours a week. It will be virtually impossible for such students to achieve their maximum results if they continue to commit so much time to part-time work. I would ask Parents/Guardians to encourage their daughters to drastically reduce the number of these hours, or preferably eliminate them altogether.

It is important that students in 3<sup>rd</sup> and 6<sup>th</sup> year continue to study and revise during school holidays.

It is school policy that students wear the school uniform during the Certificate Examinations and remain in the examination centre until the **full** time allocated has elapsed.

## **Section 6 – Promoting and monitoring academic progress**

### **Academic and Guidance Calendar** (see appendices)

- ü The Guidance counsellor will deliver a study skills programme to all years, and the relevant subject teachers will deal with skills particular to specific subjects. Subject teachers will also familiarise students with layout of Junior Certificate and Leaving Certificate exam papers.
- ü The Year Heads will meet all students individually and complete Academic ‘Monitoring Academic Progress Year’ Forms. (See Appendices)
- ü The Guidance counsellor and Year Head will meet all 5<sup>th</sup> & 6<sup>th</sup> year students individually and complete Academic ‘Monitoring Academic Progress Year’ Forms. (See Appendices)
- ü The Guidance Counsellor and Year Head will give feedback of individual meetings at weekly Year Head meeting.
- ü Students will receive at least one assessment in all subjects by the end of October.
- ü Tutors will ensure that assessment details are filled in on assessments on ‘Monitoring Academic Progress 5<sup>th</sup> Year’ Form in tutor classes.
- ü The Principal and Deputy Principal will meet all 5<sup>th</sup> years to review outcome of assessments.
- ü Feedback of meetings by Principal and Deputy Principal to Year Head meeting
- ü Copy of Christmas reports attached to ‘Monitoring Academic Progress ’ Form by Year Heads.
- ü Review of Christmas reports steered by Guidance Counsellor at weekly Year Head meeting.
- ü Guidance Counsellor meets students whose assessments are causing concern.
- ü Feedback to weekly Year Head meeting.

### **Teachers will:**

- ü Ensure that students enter homework assignments in diary
- ü Check and monitor homework
- ü Note in diary if homework is not presented.
- ü Set target dates for assessment well in advance.

## Section 7 – A Guide to choosing Subjects for the Leaving Certificate

### Choosing Subjects

**Students should use the following criteria when making subject choices:**

1. Choose subjects that interest them the most at the moment or new subjects that could interest them more.
2. Choose subjects that they are best at.
3. Consider subjects they may need in the future for entry into a college course or particular career area.
4. Students need to check out carefully the content of the courses at Leaving Certificate level by looking at the textbooks, talking to teachers and senior students in Sion Hill or elsewhere.
5. An important point to bear in mind is that entry to many courses and jobs today depends more often on the points gained rather than the particular subjects taken in the examination. For most Third Level Colleges points are calculated from the best 6 subjects in the Leaving Certificate.
6. It is important to be aware that many college courses have specific subject requirements. These mainly relate to Irish, English, Maths, a Foreign Language and a Laboratory Science subject (the students have been given detail on these essential course requirements).

### Subjects at Leaving Certificate Level.

1	English
2	Irish
3	Maths
4	French/German
5	Art
6	Biology
7	Business
8	Chemistry
9	Economics
10	Geography
11	History
12	Home Economics
13	Music
14	Physics

#### **4. French**

This course involves the understanding and communication of the language orally, aurally and in written form and is a natural follow-on to the Junior Certificate. Higher Level French demands a good result at Junior Certificate. We recommend that students attain a high honour on the Higher Level paper at Junior Certificate level to attempt the honours course in 5<sup>th</sup> year.

Since September 1996 students have been following a new syllabus, which is greatly enhancing their opportunities in the world of work. (45% of the Leaving Certificate Exam mark is now awarded for Oral/Aural skills). Fluency in European languages is a distinct advantage in many careers, e.g. Air and Ground Hostess, International Marketing, Import and Export, Tourism, Travel Agents, and hotels, Librarianship. Bilingual Secretary, Interpreter, Translator, Foreign Correspondent, European Civil Servant, MEP, International Law, Scientific Research, Telemarketing.

Knowledge of a continental language is now highly desirable and many colleges offer French combined with Business, Computers, Marketing, Law or Science/s. A foreign language is an essential requirement for entry into any college of the N.U.I. i.e. UCD, UCC, Maynooth University (except NCAD which accepts Art **or** a Foreign Language).

#### **4. German**

The course deals with the understanding and communication of the language, orally, aurally and in the written form, to a high level of proficiency. Pupils are required to undertake an oral examination as well as the standard aural and written examinations and are thus encouraged to visit the country, if such is possible. This is, however, merely an option in aiding the pupil and is not a necessity. Students must attain an honour on the Higher Level paper at Junior Certificate level to attempt the honours course in 5<sup>th</sup> year.

The Leaving Certificate Course can be followed at either Ordinary or Higher level. Students' aural, oral and written skills are developed. The syllabus is designed to prepare students for life in a German speaking country.

Today German is an increasingly sought after language and many third level non-linguistic courses offer German to pupils to enhance their job prospects upon graduating. German can be taken at University level with Computers, Commerce, Marketing, Law or Chemistry. It allows the graduate a more confident prospect of employment. A foreign language is an essential requirement for entry into Nursing and into any college of the N.U.I i.e. UCD, UCC, Maynooth University (except NCAD which accepts Art **or** a Foreign Language).

#### **5. Art**

The submission of a portfolio is essential for entry to most Third Level Art Courses. It should be started early in Fifth Year under the guidance of the art teacher.

Art is important for careers in Advertising, Antiques, Art Teaching, Architecture, Publishing, Arts and Crafts, Fashion Design, Industrial Design, Graphic Design, Interior Design, Environmental Design, Art Galleries, Photography, Occupational Therapy, Artist, Sculptor, Video and T.V. Production.

**The History of Art is studied under three headings:**

Art in Ireland from prehistoric times to the present day.

European from 1000 A.D. to the present day.

General Appreciation, which would include examining design in our surroundings.

Students will be required to submit written Projects and Essays on a weekly basis. Line tone, shape, form, colour and texture will be explored through Imaginative Composition, Still Life and Life Sketching and 3D work. Practical work is primarily during class time.

**6. Biology**

In recent years (since 1990) Biology has become the most popular optional subject in the country – it is chosen by over 30,000 students annually. This increase in its popularity reflects the interesting syllabus that the Biology Course offers.

The Leaving Certificate Biology Course covers a broad spectrum of topics. It is both a theoretical and practical subject. It is a Science subject that does not require any particular ability in Mathematics.

**A student who chooses Biology will study:**

1. Cell Biology + Cell Biochemistry
2. Plant Physiology
3. Human Physiology + Anatomy – how the body works – students find this particularly interesting
4. Microbiology + Biotechnology – the study and use of Bacteria, Fungi and Viruses. This is an area, which has opened up in terms of careers. There are now many courses on offer at 3<sup>rd</sup> level, which take this part of the course a step further leading into the areas of Biotechnology and Genetic Engineering.
5. Genetics – students learn how they inherit their characteristics from their parents – a very interesting area, including detailed study of DNA.
6. Ecology – students learn about their environment. They study plants and animals in their habitats. They gain appreciation of their environment and how to manage it, not damage it. Again this whole environmental area is becoming very important in terms of careers.

There is a strong emphasis on practical work and students are required to keep a written record of mandatory experiments.

Biology (as a Laboratory Science Subject) is a necessary requirement for some college courses and of course for nursing. Career areas, which are science-based,

include Dietetics, Food Science, Genetics, Nursing, Biochemistry, Animal Welfare, Medicine, Dentistry, Veterinary, and Environmental Control.

It is possible to take up Biology in Fifth Year, even though the student has not completed the Science Course for Junior Certificate. This category of student will probably have difficulty with Biology at Higher Level, as they have to learn a lot of new material that the Junior Certificate Science students already know.

## **7. Business**

This is available to all students who have completed the Junior Certificate. Naturally if a student has already taken Business Studies at Junior Level, she will be in a better position to cope with the subject.

The course is the same for higher and ordinary level papers, the difference lying in the standard of question given and the answers required at examinations.

The syllabus for Business provides a context for students to build from exemplars in their own lives and applies them to the wider business environment. It has three component elements:

People in Business

Enterprise and Management

Business Environment – Domestic and International

### **Why choose Business as a subject?**

Generally the student will benefit greatly in her general knowledge and understanding of issues she will be faced with herself in later life. The subject will act as an introduction to many career options ranging from Secretarial to Marketing, Tourism and even running her own business.

## **8. Chemistry**

Useful in Animal Nursing, Chemistry, Dairy and Food Science, Dentist, Dental Assistant, Doctor, Chemical Engineer, Health Inspector, Laboratory Assistant, Nurse, Optician, Pharmacist, Radiographer, Textile Manufacture, Forensic Scientist, Biotechnologist and Quality Controller.

Pharmaceutical Industry – making and designing drugs.

Chemistry is essential for Human Nutrition and Dietetics (DIT), Medical Laboratory Science (DIT), Veterinary Medicine (UCD), Medicine (UCC), Dentistry (UCC) and Pharmacy (TCD).

### **What is Chemistry?**

Chemistry is that branch of science, which deals with the physical and chemical properties of different substances, the changes they can undergo and how to control and attain such changes. Chemistry is a creative and analytical science.

The Leaving Certificate syllabus includes topics from the three main branches of Chemistry: physical, inorganic and organic. Pupils study the structure of atoms, the

bonds they can form and the properties that are conferred on different substances as a result of the different bonding types. They investigate the way chemical reactions can be speeded up and slowed down, how water is treated for human consumption, how sewage treatment plants operate and how some typical metals are extracted from their ores. A reasonably detailed study is undertaken of the chemistry of several elements, such as oxygen, carbon, nitrogen and sulphur.

### **Which pupils should study Chemistry?**

The Student should have a genuine interest and curiosity in the world around them. An ability to solve problems is an asset, anyone taking up the subject should be reasonably competent at Mathematics i.e. can read and draw graphs; solve simple equations.

The ability to question topics until a clear concept is formed – this aids memory – work required to retain substantial amounts of factual information.

## **9. Economics**

### Ordinary and Higher Level Leaving Certificate Objectives

Economics is a social science, which studies human behaviour in relation to people's aims and the scarce resources available to them to achieve these aims, knowing that the resources have alternative uses.

### **Objectives**

1. To give students a general picture and an understanding of economic activities, patterns and principles.
2. To develop in students the capacity to apply these principles and to help them transfer this knowledge to new situations, and to achieve critical thought.
3. To develop in all our students an interest in everyday economics and to aid them in their education for citizenship.
4. To provide a suitable basis for further study of the subject.

Note:

While Ordinary and Higher level pupils cover the same ground, higher level will be expected to have a wider knowledge and deeper understanding than the pupils who present at ordinary level.

### **Job Prospects**

One with an economic background can work in a variety of jobs which include banking, accounting, law, development, the foreign service, engineering, journalism, government and teaching. There are so many different possibilities that it is difficult to name them all but it is likely that whatever field you are most interested in will have a place for someone who has graduated with a degree in Economics.

The skills that students learn while studying Economics make them some of the most sought after graduates in the country. Also, because economists are needed in so many different fields it is not difficult to find employment in an area that specifically suits your interests and strengths.

**Dominican College Sion Hill**  
**Maximising Academic Potential**

You learn quantitative, analytical and research skills that set you apart from students on a number of other degree courses. In addition you are learning other transferable skills that will you make a valuable contribution to your chosen career.

By studying Economics at Leaving Certificate, it gives students a base to further their education and study economics in their degree. This opens a wide range of career opportunities for the students.

## **10. Geography**

There are five sections. Three sections are compulsory. There is a choice of electives and, for Higher Level students only, a choice of options.

### **Compulsory**

#### **Core (all levels)**

**Patterns and Processes in the Physical environment.** Plate tectonics, rock cycle processes operating in the natural environment, landforms, and human interaction with the natural environment.

**Regional Geography** Regions in Ireland, Europe and anon-European region.

**Fieldwork** Fieldwork is done during the school year. The fieldwork report is completed and submitted by each student before the Leaving Certificate examination. 20% of the total marks are awarded for this section.

Geographical skills such as map work, photographic analysis, compiling and analysis of graphs, charts, diagrams etc are an important part of Leaving Certificate Geography and are studied at all stages throughout the course.

#### **Electives (all levels)**

Students study either patterns or processes in Economic Activities **or** the Human Environment.

#### **Options (Higher Level only)**

Students sitting the higher Level paper study **one** of the following options:

- Global Interdependence
- Culture and Identity
- Geo-ecology
- The Atmosphere-Ocean Environment

The course is ideally suited to students who;

- ü Have an interest in the world around them
- ü Can learn factual information
- ü Can apply what they have learned to a variety of situations

A good memory is a major advantage when studying Geography for the Leaving Certificate at both ordinary and higher levels.

**Careers are open to the Geography Student in the following areas:**

Civil Engineering, Town Planning, Meteorology, Surveying, Mineralogy, Agriculture, Horticulture, forestry, Conservation, Pollution control, Market Research, Statistics, Archaeology, anthropology, Cartography, Tour Guide, Geology, Teaching, Quantity Surveying, Oil and Mineral Exploration, tourism, the Diplomatic Service and Oceanography.

**11. History.**

History for the Leaving Certificate is based on studying four topics from the Later Modern field of study (1815 – 1993). Two of these topics are taken from Europe and the wider world, and two from Irish history. Each year one will be a prescribed topic to be documents based study.

Areas of study may include Dictatorships and Democracy, The United States and the Wider World (1945 – 1989), Sovereignty and Partition (1912 – 1949), Politics and Society in Northern Ireland (1949 – 1993).

As well as these four topics to be studied students complete a Research Study of their choice. This research study is submitted before the terminal exam and accounts for 20% of the final mark. The experience gained from completing the Research Study is extremely beneficial. It develops independent learning within the student and will prepare students for Third Level education.

History would be a very useful subject for student’s considering courses in journalism, politics or law at Third Level.

Even if students were not considering these courses History is an excellent subject choice. History prepares students for life and citizenship – it develops the ability to think critically and foster an appreciation of society.

**12. Home Economics**

Home Economics has a direct relevance to the present and future life of every young person. The purpose of Home Economics is to equip young people in certain important skills for living as individuals. It involves the study of many processes necessary for day to day living.

Home Economics builds on learners’ knowledge of different forms of home life and on their experience of making choices.

**Leaving Cert (There are three core areas and one elective)**

- (i) Food Studies i.e. Nutrition, Microbiology, Meal Planning .....
- (ii) Resource Management and Consumer Studies i.e. Finance, Technology
- (iii) Social Studies i.e. Family, Marriage, Family Law

Learners are given the choice of one elective out of three for Leaving Cert.

- (i) Home Design and Management
- Or
- (ii) Social Studies
- Or
- (iii) Textiles

Learners will be required to complete a journal as part of the Leaving Cert course which accounts for 20% of their final mark. This journal involves investigating different tasks based on nutritional principles, food preparation and cooking processes, food technology, properties of food and Sensory analysis. It also involves learners cooking and preparing a chosen dish suitable for each task and evaluating the finished dish/product.

Career Opportunities within Home Economics;

1. Manufacturing food industry
  - a. Managers, technologists and technicians (laboratory work)
  - b. Bakers, butchers, cheesemakers, confectionary makers
  - c. Fitters, maintenance electricians, instrument mechanics
  - d. Production operators
  
2. Catering and Retail Food Industry
  - a. Food producers – Chefs
  - b. Waiters, waitresses, bar staff, deli counter assistants
  - c. Managers e.g. hotel and catering managers
  
3. Other food-related careers
  - a. Environmental Health Officers
  - b. Public analysts
  - c. Dieticians/Nutritionists
  - d. Home Economics Teachers
  - e. Bord Bia, FSAI, Food Safety Promotion Board, Teagasc, BIM

### **13. Music**

The course has three elements:

Listening

Performing

Composing

In listening students study music in different styles. The present course includes Mozart, Berlioz and the Beatles. There is also Irish music both the sean nos traditional style and its modern developments, fusing with different styles such as rock and jazz.

In composing students learn how to compose melodies which change key. They also learn how to choose chords to suit a piece, and to compose a bass line using

those chords. This is done using much singing and practical participation. The computer is also used.

Performing, vocal or instrumental can be in any style, as a soloist or a member of a group. Computer technology is also an option for the practical, as is conducting one's own group or choir.

Higher level students will take an elective in one of the three elements. The most popular elective is in performing. Here students can get 50% of their marks through performing either 6 pieces or songs at around grade 7 level, or 2 sets of 4 songs or pieces at grade 5 level approx. This can be done as a soloist or as a member of a group.

Possible careers include primary school teaching, secondary school teaching, lecturer, sound engineer, arts administrator, professional musician and music therapy.

## **14. Physics**

Physics is the science of matter and energy and their interactions. A knowledge of physics is fundamental to an understanding of the world around us. Each topic on the leaving certificate physics course is made up of the following components:

Pure science 70%

Applications of science 22.5%

Science for citizens 7.5 %

The topics studied at leaving certificate are: Mechanics, heat, waves (including light and sound), electricity, magnetism, and modern physics. The students also have an option to study particle physics or applied electricity.

In addition to studying the theory of the above topics students also carry out experimental work. This is vital to their understanding of the concepts introduced and a lot of emphasis is placed on it. There are twenty four mandatory experiments at higher level and twenty two at ordinary level. Section A of the leaving certificate exam paper is based on these experiments alone and carries 33% of the overall marks.

Students will enjoy leaving certificate physics if they are curious about the world in which they live. The concepts of physics explain many of the wonders of our everyday lives, for example students will discover how we see reflections in a mirror, how x-ray machines work, how police speed guns work and the answers to many more questions they may have. Physics will help to develop students' logical thinking, observation, measurement and mathematical skills. There is also a link between physics and other leaving certificate subjects such as chemistry (energy, structure of the atom), home economics (energy conservation, domestic electricity), and biology (the senses, movement, muscles, energy conversion).

Physics is a useful subject for many courses and careers, for example, medical physicist, meteorologist, engineer, astronomer, archaeologist, information and communication technologies specialist, and environmental scientist

## Section 8 – CAO System

### Irish Leaving Certificate Examination Points Calculation Grid

Leaving Cert Grade	Higher Paper	Lower Paper	Bonus **
A1	100	60	40
A2	90	50	35
B1	85	45	30
B2	80	40	25
B3	75	35	20
C1	70	30	15
C2	65	25	10
C3	60	20	5
D1	55	15	0
D2	50	10	0
D3	45	5	0

\*\* Bonus points for Leaving Certificate Higher Level Mathematics will be awarded by University of Limerick which includes Liberal Arts (LM047) and Early Childhood Care and Education (MI007) at Mary Immaculate College. The Dublin Institute of Technology also awards bonus points for Mathematics and a number of Science subjects in the case of the Level 8 course DT021. Applicants should refer to DIT literature for full details.

#### ***Accompanying Conditions***

- ü The six best results, in recognised subjects, in one Leaving Certificate Examination will be counted for points computation.
- ü One sitting only of the Leaving Certificate Examination will be counted for points purposes.
- ü In the case of certain subjects, e.g. Home Economics (General), Alternative Ordinary Level Mathematics, Foundation Level Mathematics or Foundation Level Irish, some HEIs may not award the points indicated on the points grid. If in any doubt, check with the Admissions Office of the appropriate HEIs.

All offers of places will be sent by post. A “Reply Date” will be printed on Offer Notices. If you wish to accept an offer, you must do so by 5:15pm on the “Reply Date” printed on the Offer Notice. In addition, offers will be presented online at the CAO website [www.cao.ie](http://www.cao.ie) and you may record your acceptance online.

It is strongly recommended that you should be at the correspondence address in August/September when offers of places are issued, or have another person at the address briefed clearly on what to do.

**Round One – Available on CAO website (Date) and issued by post**

Issue of the main body of offers takes place as soon as possible after Irish Leaving Certificate Examination results become available. This is normally within a week of the issue of results.

**Round Two - Available by post and online (Date)**

A second round of offers will be issued, usually in early September, to fill any remaining vacancies.

**After Round Two**

Thereafter, offers will be issued as necessary until October to fill any vacancies which may arise.

**Lapse of Offers**

An offer will lapse unless you accept it within a specified period - i.e. unless the online or paper acceptance is received in CAO by **5:15 p.m. on the "Reply Date"** set out in the Offer Notice.

Where there are Available Places/Vacant Places in specific courses, HEIs will advertise these on the CAO website, [www.cao.ie](http://www.cao.ie) under the heading of “**Available/Vacant Places**”.

Persons who have not applied to the CAO already may make an Available Place/Vacant Place application online upon payment of a fee of €35 (or €45 for paper application)

Persons who have applied already (whether placed or not) may apply for an available Place/Vacant Place course, **free of charge**.

Applicants for Available Place/Vacant Places must meet the normal **minimum** entry requirements for the course(s) in question.

Previously published points in an earlier round of offers should not be taken as an indication of the points required for entry to Available Places/Vacant Places.

Acceptance of an offer of an Available Place/Vacant Place course automatically cancels and supersedes any previous offer(s) and acceptance(s).

**To View the CAO website you will need your**

- ü CAO Application Number
- ü Date of Birth
- ü Account Password

*There will be an information evening for parents and students each year on the CAO system. (See calendar)*

## Section 9 - How Parents can Help

- ü Supporting the school in the implementation of this policy.
- ü Inform the school early if your daughter is having a problem with a subject.
- ü Checking your daughter's homework and showing an interest in her work.
- ü Checking and signing your daughter's Student Journal each week.
- ü Ensuring that your daughter has a suitable place to do homework.
- ü Distraction like television, mp3 players, mobile phones, iPODS etc should be discouraged.
- ü Ensure that your daughter gets sufficient sleep each night.
- ü Ensure that there is a suitable balance between study and social life.
- ü Parents should be aware of the detrimental effect of part time work on academic achievement and should ensure that the number of hours devoted to part-time jobs is minimised or eliminated in 3<sup>rd</sup> and 6<sup>th</sup> year.
- ü Ensure that your daughter has a healthy breakfast and lunch every day.
- ü Attend all your daughter's parent teacher meetings and other relevant meetings.
- ü Communicate any concerns regarding your daughter at the earliest opportunity.
- ü Encourage your daughter to participate in supervised study.

**Remember - Homework improves examination performance**

## Section 10 - Advice to Students

- ü Have a quiet place to do your homework.
- ü Do your homework as soon as you can.
- ü Tackle the hard work first.
- ü Have a homework timetable – and stick to it.
- ü Organise your time appropriately, spreading it with reasonable uniformity over your subjects.
- ü Start a revision notebook.
- ü Memory/learning work is as important and often more important than written work.
- ü Students should be aware of the detrimental effect of part time work on academic achievement and should ensure that the number of hours devoted to part-time jobs is minimised or eliminated in 3<sup>rd</sup> and 6<sup>th</sup> year.
- ü Take advantage of supervised study.
- ü Ensure that you have a healthy breakfast and lunch every day
- ü Take regular breaks
- ü Get a good night's sleep
- ü Let teacher know if you have a problem with a subject
- ü Let teacher know if you have a problem with homework.

## Section 11 – Award Ceremonies

<b>Calendar of Award Ceremonies</b>		
<b>Academic Awards</b>	<b>September</b>	<p>Presentation to the student who achieved the best results in the Junior Certificate and Leaving Certificate exams.</p> <p>Students in each year will be presented with medals for the highest grade achieved in each subject in the Summer Exams.</p>
<b>First Year Academic Awards</b>	<b>January</b>	<p>Students will be presented with medals for the highest grade achieved in each subject in the Christmas Exams</p>
<b>Spirit Awards</b>	<b>April</b>	<p>Students involved in extra curricular activities will be awarded certificates in the following categories according to level of involvement.</p> <p>Gold, Silver &amp; Bronze</p>
<b>Prize Giving</b>	<b>May</b>	<p>Presentation of certificates for Academic progress</p> <p>100% Attendance</p> <p>Special Prizes will be awarded in the following categories</p> <p>Student of the Year</p> <p>Girl of the Year</p> <p>Sports person of the Year</p> <p>Arts Trophy</p> <p>Social Awareness</p> <p>Sion Hill Trophy</p>

## Section 12 - Career Information

Students should be aware of the implications involved when making choices regarding subjects. The following factors should be taken into account.

Students taking the Junior Certificate should be aware of the implications of taking subjects at ordinary level with regards to the CAO system.

- ü Foreign Language is required for matriculation for many courses in Third Level colleges.
- ü Science is a requirement for a broad range of courses including nursing.
- ü Honours Irish is a requirement for Primary school teaching
- ü Honours Maths is a requirement for some courses including Engineering.

The Careers office gives extensive information regarding individual course requirements both for the Irish Third Level system and the United Kingdom Third Level system.

Information on the choices available to students is given in Careers class. Individual appointments are timetabled for all senior students where their aptitudes, interests and opportunities are discussed and advice is given on planning their careers. Junior classes are advised on subject choices and their future implications as well as general information regarding career choice.

### Science Subjects

A Laboratory Science Subject (i.e. Biology, Physics of Chemistry) essential for:

- Most Third Level Science Courses
- Most Engineering Courses
- Medical/Paramedical Courses
- For entry into specific courses e.g. Computer Science Degree (UCD)
- Architecture (UCD) Equine Science (UL) Sports Science (DCU) Industrial Design (NCAD)

#### **Note:**

- 1 Some courses have a specific science subject requirement e.g. Chemistry essential for:
  - Veterinary Medicine (UCD)
  - Dentistry (UCC)
  - Medicine (UCC)
  - Human Nutrition and Dietetics (DIT)
  - Medical Laboratory Science (DIT)
  - Pharmacy (TCD)
  
- 2 Two Science subjects are essential for entry into some courses e.g.
  - Dentistry and Medicine (UCC)
  - Medicine, Dental Science, Science, Pharmacy, Therapeutic Radiography, Physiotherapy, Human Genetics (TCD)
  - However, Honours Mathematics may be included as one of the two science subjects for Human Genetics (TCD and Physiotherapy)

Honours Mathematics or Honours Geography may be included as one of the two science subjects for Science (TCD), Pharmacy (TCD), Medicinal Chemistry (TCD)

**The above information is subject to change and the latest updates should be available on college Websites.**

*To conclude, students are advised to choose subjects taking into account their strengths, interests and*

*Third Level course requirements. Students are encouraged to consult teachers, check the content of*

*Leaving Certificate courses, and to use the Careers Service available within the school.*

### **Modern Continental Languages**

#### **Essential for-**

Entry into all courses (with a couple of exceptions\*\*\*) in the colleges of the NUI, i.e. UCD, UCC and Maynooth University, NCAD.

DLIADT – (3Degree Courses) e.g. Psychology/Computers, English Media and Cultural Studies, Arts Media Management

Cadetships in the Defence Force

For entry into specific courses e.g. Travel and Tourism (DIT) International Marketing (DCU) Culinary Arts (DIT) Tourism Marketing (DIT).

\*\*\* Nursing in all NUI Colleges. UCD Engineering and Agricultural Science.

NCAD will accept Art of a Foreign Language.

For further information regarding careers see our Guidance Counselling section.

## Section 13 - Appendices

1. Academic Review Form
2. 1<sup>st</sup> – 2<sup>nd</sup> year Academic Profile Form
3. 3<sup>rd</sup> year Academic Profile Form
4. 4<sup>th</sup> year Academic Profile Form
5. 5<sup>th</sup> – 6<sup>th</sup> year Academic Profile Form
6. Key Dates
7. Letter Re: Academics
8. Letter Re: Exams
9. Supervised Study Form
10. Useful Web Site Links