



# **PUPIL GUIDE**

## **S3 Coursing**



## PRE-COURSING: What do I need to do before coursing?

Before you make your course choices, you will need to complete the following tasks. Feel free to tick them off and date them as you complete them:

- Familiarise yourself with the course choice sheet that will be issued to you.

**S3 Course Choice Sheet 2019-20**

Please see the accompanying "PUPIL GUIDE to S3 COURSE CHOICES" booklet to help you with your coursing. This sheet has to be completed prior to the coursing event and will be required in class to help you complete your course choices. There is some additional information below which does not feature in the booklet.

**OTHER USEFUL INFORMATION:**

- In S3 there are 3 compulsory subjects: Maths, English and Modern Languages (French & Spanish). The Curriculum Leader in each department will assign you a class that is appropriate for your level. This will be based upon your performance in S2.
- In S3 you must select one subject from each of the remaining curricular strands. The curricular strands are: Expressive Arts, Social Subjects, Sciences and Technologies. You will also be given the opportunity to select a "free choice" subject. This will give you 8 subjects in S3.
- A parental signature and email address are required to show you have discussed the course choices at home and your parents give consent to the choices you have made. Your parents will be emailed a copy of your choices – it is your responsibility to get their email and send choices to them during the course choice process.
- Upon completion, please ensure you keep this choice sheet in your bag so it can be used during the PSE coursing event in school. We need to retain these draft sheets with parental signatures. No sheet with you may mean no course choices can be entered! Please be prepared.

**PARENT/CAREER CONSENT & PUPIL CONSENT**

I have discussed this Course Choice sheet with my child and agree to the choices that have been made:

Name of Parent/Carer: \_\_\_\_\_ Email Address for Course Choices: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

To show that you have selected your course choices please sign the section below:

Name of Pupil: \_\_\_\_\_ Signature: \_\_\_\_\_

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**AVAILABLE COURSES TO STUDY IN S3**

Please mark one subject per curricular column with a tick (✓). Please mark one subject per curricular column as a reserve with the letter (R).

Expressive Arts	Sciences	Social Studies	Technologies
<input type="checkbox"/> Art	<input type="checkbox"/> Biology	<input type="checkbox"/> Business Ed	<input type="checkbox"/> Computing
<input type="checkbox"/> Drama	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Geography	<input type="checkbox"/> Design & Manufacture
<input type="checkbox"/> Musical Theatre	<input type="checkbox"/> Physics	<input type="checkbox"/> History	<input type="checkbox"/> Food & Consumer Technology (FCT)
<input type="checkbox"/> Music		<input type="checkbox"/> Modern Studies	<input type="checkbox"/> Graphic Communication
<input type="checkbox"/> PE		<input type="checkbox"/> RAPS	<input type="checkbox"/> Design, Engineer, Construct
			<input type="checkbox"/> Practical Woodwork

Please mark one subject in the free choice sections with a tick (✓). Please mark one subject in the free choice sections as a reserve with the letter (R).

**Free Choice**

<input type="checkbox"/> Art	<input type="checkbox"/> Design, Engineer, Construct (L4 1)	<input type="checkbox"/> Graphic Communication	<input type="checkbox"/> PE
<input type="checkbox"/> Biology	<input type="checkbox"/> Design & Manufacture	<input type="checkbox"/> History	<input type="checkbox"/> Physics
<input type="checkbox"/> Business Education	<input type="checkbox"/> Drama	<input type="checkbox"/> Modern Studies	<input type="checkbox"/> Practical Woodwork
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Food & Consumer Technology (FCT)	<input type="checkbox"/> Music	<input type="checkbox"/> RAPS
<input type="checkbox"/> Computing	<input type="checkbox"/> Geography	<input type="checkbox"/> Musical Theatre	<input type="checkbox"/> *See your PSE teacher if you need advice.

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- Read the course choice booklets that are on the school website. Take note of the entry requirements and any additional information. (<https://www.trinity.edin.sch.uk/course-choice-centre.html>)
- Look at your current subjects - usually course choices continue with these subjects. Speak to your teachers about your chances of progression within the subject.
- Read your last school report and review the "Level Next Year" recommendation.
- Fill in a paper copy of your course choices and discuss these with your parents.
- Visit the "My World of Work" website or book an appointment with the school Careers Advisor via your PSL.
- Do some online research to find out which courses would best suit your future.
- Ask your parents to sign the sheet to show their consent and record their preferred email address (a copy of the course choices will be sent here – this bit is your responsibility!).

Your Pupil Support Leader will be working with you throughout the coursing period in PSE. They will guide you and direct you to complete many of the items in the list above. If you require additional support in school your Pupil Support Leader is your first contact.

It is worth noting that all pupils will be studying Maths and English and Modern Languages (both French and Spanish) in classes set by the department Curriculum Leaders. As these subjects are compulsory, they not feature on the course choice sheet.

When coursing into S3 you need to think about the subjects that you are enjoying and subjects that relate to any future pathways you have planned. Do not take subjects because you like the teacher or you know your friend is taking it. Speak to your parents/Pupil Support Leader and the teaching staff to help you come up with suitable course choice. The subjects you choose in S3 are important, as they will probably feature in your S4 and S5 timetables too. If you are in any doubt –ask!

## COURSING: How do I complete my course choices?

1) You will notice that subjects are listed by curriculum area. You must select one subject per curriculum area. The screen will not change until you have selected one subject.

**Curriculum Area 1 of 4:**

**Choices for: Omar Alkalesh 2A1**

**Extra information:** Click [here](#) for an example/instructions. Click [here](#) for course information.

**Step 1 of 6**

[Start](#) > [Choice 1](#) > [Choice 2](#) > [Choice 3](#) > [Choice 4](#) > [Free choice \(with reserve\)](#) > [Confirmation](#)

Choose ONE of the following Expressive Arts subjects:

- Art BGE (Art)
- Drama BGE (Dram)
- PSL Help Course (HELPIX)
- Music BGE (Musi)
- Musical Theatre (MuTh)
- PE BGE (PE)
- TO BE INTERVIEW (TBI1X)

Please keep a reserve subject from the Expressive Arts subjects in mind, you will be asked for this later.

2) After you have been through each of the curriculum areas screens (Expressive Arts > Science > Social Studies > Technologies) you will be presented with ALL subjects, where you can make a free choice.

3) You must mark your chosen subject from the free choice column with the number **5** (for your **5<sup>th</sup> choice**)

**Free Choice Section + Reserves:**

**Step 5 of 6**

[Start](#) > [Choice: Art BGE](#) > [Choice: Biology BGE](#) > [Choice: Geography BGE](#) > [Choice: Graph Com BGE](#) > [Free choice \(with reserve\)](#) > [Confirmation](#)

Please enter "5" in your choice box to select that subject.

To mark your Reserve choice, put 'R' by that subject.

To mark your Second reserve choice, put 'S' by that subject.

Subject	Choice
Art BGE (Art)	Already selected
Biology BGE (Biol)	Already selected
Business Ed BGE (Busi)	<input type="text"/>
Chemistry BGE (Chem)	<input type="text"/>
Computing BGE (Comp)	<input type="text"/>
Des-Eng-Con Lv1 (DEC)	<input type="text"/>
Design & Manuf (DMan)	<input type="text"/>
Drama BGE (Dram)	<input type="text"/>
FCT BGE (FCT)	<input type="text"/>
Graph Com BGE (GCom)	Already selected
Geography BGE (Geog)	Already selected
PSL Help Course (HELPIX)	<input type="text"/>
History BGE (Hist)	<input type="text"/>
Modern Studies (ModS)	<input type="text"/>
Music BGE (Musi)	<input type="text"/>
Musical Theatre (MuTh)	<input type="text"/>
PE BGE (PE)	<input type="text"/>
Physics BGE (Phys)	<input type="text"/>
Practical Woodw (PWW)	<input type="text"/>
RMPS BGE (RMPS)	<input type="text"/>

4) You must then mark 2 other subjects as **R** for **Reserve** and **S** for **Second Reserve**. These subjects may be used in your course choices if for some reason your first choice is not possible.

5) Once you have completed your choices you will be asked to manually type the name of a reserve subject for each of the four curricular areas (Expressive Arts, Sciences, Social Studies and Technologies). You should have this recorded on your course choice form so will be easy to enter.

**Summary + Reserves:**

Choice No.	Subject chosen
1	Art BGE
2	Biology BGE
3	Geography BGE
4	Graph Com BGE
5	Chemistry BGE
R	Design & Manuf
S	FCT BGE

**Please could you also answer this question:**  
Please list four reserve subjects, with one from each of the four curricular areas.

Answer:

Then you must check the summary of your choices, as shown ↑:

If correct you should click **Confirm Choices** otherwise click **Go Back and Change Choices**. If confirmed they cannot be changed again via the website.

6) Once your choices are confirmed you must click on the first link to be able to send a copy home via email.  
**TAKE YOUR TIME!** If you click the wrong link you cannot send the details home and need to read (8) below.

**Email Link:**

## Thank you

Your Subject Choices have been saved - thank you.

[Click here if you would like an Email confirmation](#)

[Click here to finish and log-out](#)

7) You should have a note of your parents email address and you must enter that here. This will then send a copy of your choices to your parents for them to see.

**Parent Email Entered to Send Copy:**

Request email confirmation

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This will send a confirmation of your Choices to the email address you enter:

Email address:

8) It is your responsibility to keep your parents informed. You should have their email address and signature on your course choice form. You may also keep your username and login for the TOOLS website. This allows you to view (but not change) your course choices.

## POST-COURSING: *What happens next?*

The course choice sheet gives pupils free choice on the subjects they would like to study.

All the course choice data produced by your year group is then processed by timetabling software to generate the best possible timetable **to accommodate the majority of pupils.**

**PLEASE NOTE:** AT THIS STAGE, THIS IS **NOT** A FINAL OR GUARANTEED SELECTION.

It is more likely that 100% of pupils will get all of their choices in S3. However, if your course choice is NOT possible, you will be informed and alternate options discussed (including reserve choices, which you indicated during coursing). Throughout the process, pupils will be informed about any changes to their course choices.

After coursing, pupils will be instructed to enter their parents email address. This should be at hand on the paperwork they have brought to the coursing event. It is the pupil's responsibility to complete this part of the process. (Please discuss the importance of this with your child.)

Parents will be emailed a copy of the final course choices that have been submitted as long as pupils follow instructions as shown on previous page.

Pupils cannot log back into the system and change these once they have been submitted. If there are any issues with the choices made, you should contact your child's Pupil Support Leader and changes can be made by staff.

This is an Email Confirmation from Trinity Academy

To: the Parent or Guardian of

Dear Parent or Guardian,

This is to confirm that you have requested the following choices:

1=Biology N5

2=Chemistry N5

3=Computing N5

4=Art N5/N4

5=French N5/N4

R=Des&Manf N5/N4

TESTER TESTER - MESSAGE TO GO HERE TO PARENTS