

PUPIL GUIDE S4/5/6 Coursing

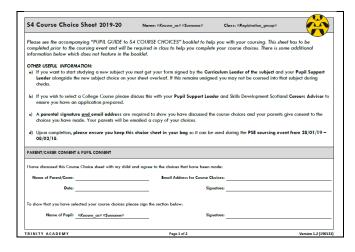


S4/5/6 Course Choice Options

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.



ect_name ³⁾
ills N3
ogy NPA4
N5/N4
es (see PSL):
Work Experience)
1

Ш	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 set at N4 or N5 accordingly by the department Curriculum Leaders. As these subjects are compulsory, they not feature on the course choice sheet.

If you are coursing into S4, you will also notice that your current S3 course choices are shown along the top of your course choice sheet. In order to allow for progression when selecting subjects it is important that you continue with the same subjects. Pupils should not be looking to "start again" with lots of new subject choices that they have not studied in S3. The S3 BGE course has been designed as an entry course to N4/N5 and this year of study will help you to achieve in S4. In the simplest terms, you should really be thinking about which one of your S3 subjects you need to drop, not which 7 subjects to select.

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COURSING: How do I complete my course choices?

Step 1 of 2

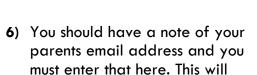
Start > Free choice (with reserve) > Confirmation

- On the choice sheet, please rank 5
 subjects that you would like to study in
 S4 from your existing S3 subjects. Your
 top priority subject should be marked
 as 1, your second most important
 subject should be as 2 and so on for 3,
 4 and 5.
- 2) Choose the correct level when marking subjects. For example, Biology (Biol5) is a specific N5 class and Biology (Biol4) is a class where the pupil does not know or could be N4/N5. All subjects that end in a "5" are N5. All subjects that end in a "4" are N4.
- 3) Select a reserve choice and mark this as **R** ideally this should also be a subject you have studied in S3. Consider it at a **6**th choice or a backup choice. This reserve may be used if you cannot be timetabled for your first 5 choices.
- Once you have completed your choices you will be asked to enter your chosen career /profession.

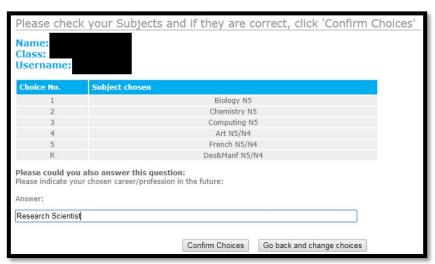
Then you must check the summary of your choices, as shown \rightarrow :

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

5) Once your choices are confirmed you must click on the 1st link to send a copy home via email.



then send a copy of your choices to your parents for them to see.



COURSING WEBSITE SCREENSHOTS:

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

Admin N5/N4 (Admn54)

Art N5/N4 (ArtD54)
Biology N5/N4 (Biol54)
Biology N5 (Biol5)
Bus Mgmt N5/N4 (BusM54)

College Course (COLLX)

Chemistry N5/N4 (Chem54)

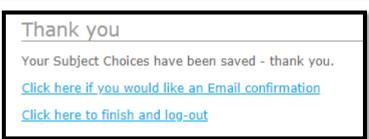
Chemistry N5 (Chem5)
Computing N5/N4 (Comp54)

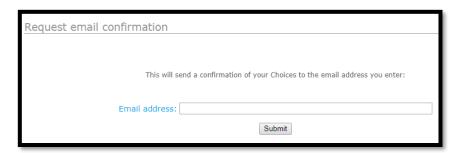
Computing N5 (Comp5)

Design, Enginee (DECLv1)
Des&Manf N5/N4 (DMan54)

Drama N5/N4 (Dram54)

Early Education (EECC54) French N5/N4 (Fren54)





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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 highly unlikely that 100% of pupils will get all of their choices; however, we are looking to achieve as high a satisfaction rating as is realistically possible. 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. 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

FAQ: What happens if I perform better/worse in my exams than anticipated? Is there a chance to recourse in August?

Yes, absolutely! Some pupils will underperform and may wish to repeat a subject or study an alternative level/course instead of the course they chose during coursing. Information will be shared about this upon your return to school in August. During re-coursing you will not have free choice of any subject, you will need to choose from a column structure as the whole school timetable will have been completed and already started in June.