



# Coláiste Pobail Bheanntaí

Seskin

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## Transition Year Policy

### Coláiste Pobail Bheanntaí

#### Aims

The aims of our T.Y Programme are:

1. To enable students to discover their individual strengths and weaknesses through a variety of subjects, experiences and teaching and learning methodologies.
2. To allow each student to investigate careers and gain realistic insights into adult and working life through Work Experience placements.
3. To create links between our School and the wider community through the active involvement of T.Y. students in community activities and voluntary work.
4. To review our programme at the end of each year to allow us to update, alter and enhance our programme so that it meets the needs of each group.
5. To provide a broad and balanced curriculum to lay a solid foundation in working towards Leaving Certificate Programme.

#### Objectives

1. To engage students in subject sampling throughout the year, and source individuals and bodies from outside the school to teach/facilitate new and different modules /experiences.
2. To facilitate each student partaking in two weeks Work Experience , with the full support of the school.

3. To hold meeting of T.Y. teachers at least twice a year and more often if the need arises, to allow us to identify strengths and weaknesses in our programme and anticipate the needs to each group.
4. To provide as wide a range moduals/experience as is feasible, with our resources.
5. To identify in-service courses that would be relevant to the needs of staff and student; to partake in schemes and projects that are offered to the school, if possible.

### **Rationale**

1. To keep pace with curricular development as it applies to both the T.Y. programme and the senior cycle.
2. To embrace present/future changes that may apply to current subjects/modules.
3. To promote the full range of Leaving Certificate subjects offered in the school.
4. To ensure that all students are nurtured and encouraged to allow them to progress confidently to the senior cycle.

### **Transition Year Programme Coláiste Pobail Bheanntaí**

Transition Year is designed to promote the personal, social, educational and vocational development of the students and to prepare them for their role as autonomous, participative and responsible members of society. The present TY Programme consists of four elements.

- **Core Subjects** : Irish, English, ,Maths, French, Physical Education, Religious Education & Career Guidance.
- **Subject Sampling**: Home Economics/Music, Accounting/Business, Science: Physics/Chemistry/Biology. History, Geography, Art, Engineering/Design and Communication Graphics/Construction Studies(Architectural Technology).Agricultural Science.  
This is to provide a range of subjects to be sampled so as to facilitate subject choice at fifth year level that best suit students interests and activities.
- **Transition Year Specific Modules and Subjects**: Community Work ie Tidy Towns/Co Action/ Age Action etc ECDL.
- **Calender** “Once off” A monthly calender of events is organised by the TY Coordinator. This calendar is put on the website, the student and staff TY notice boards and a copy given to each student.

## Students

Pupils will be expected to assume increased responsibility for their own learning and to participate in the following.

- The completion of regular assignments, homework, etc. in the standard curriculum.
- The completion of a TY folder, ( Log of Learning) which will contain accounts of all lectures, special activities during the course of the year, etc. This will be assessed twice yearly and included in student reports. Interviews held at the end of year which includes the assessment of the Log of Learning
- Job placements (Work Experience)
- Regular presentations/workshop activities etc.
- Outdoor pursuits, cinema, theatre visits etc., some of which may finish later than a normal school day. Parents are notified in advance.

## Homework Policy

- **Transition Year students do not always get what is traditionally known as homework. Although it is different from other years in terms of its' structure and the subjects offered, students will get homework in many other forms including:**
  - **Written work, Project work, Research, Oral Work, Presentation work etc.**
- **Students who are committed to the programme find that they have a lot of research, project and presentation work to do out of school. The new study skills they develop throughout the year will be very beneficial for the Leaving Certificate and for Third Level Education.**
- **Also, students submit a Log of Learning as part of their homework/assessment. Throughout the year evidence of work from different areas of the programme will be included in this folder ie Diary of Work experience, Subject material, Reflection of TY Trips etc.**

## Assessment

Students will have class-based assessments and Parents will receive reports at Christmas and in the summer based on the results of these.

On completion of subjects, teachers will award a number of credits based on students application and standard of work. The total number of credits awarded is documented on each report sent home.

## Evaluation & Development of Programme

In order for our Programme to be as effective and successful as it can be, regular evaluation and development is essential. This can take many forms:

- Informal dialogue between staff
- Feedback & discussion at TY teacher meetings
- Discussion at whole-staff meetings
- Feedback from parents through
  - Parent –Teacher meetings
  - End of year evaluation/feedback questionnaires

- Feedback from Students through
  - Informal dialogue
  - Annual surveys/questionnaires

## **Graduation**

Students and Parents are invited to attend a Graduation Ceremony in May, where their years' work and Log of Learning work will be on display. Students will be presented with certificates attained during the year, in recognition of their achievements and having successfully completed various programmes, courses and modules.

## **Admission Policy for Entry into the Transition Year Programme**

The Transition Year Programme in Coláiste Pobail Bheantraí is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources.

For acceptance on to the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his/her participation will not prevent any other student(s) from benefiting from participation.

## **Application Procedure**

1. In third year, the Programme Co-ordinator will visit all third year classes. He/She will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.
2. During the second term a formal evening presentation will be delivered to parents/guardians of third year students. This is part of the third year Options Evening.
3. Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). This form will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place.
4. The final submission date for applications will be in April on a date determined by Management.
5. **Applications will be considered valid only if they are fully completed and submitted to the School Secretary within the specified deadline. Applications will be date-stamped only when considered valid.**
6. Any application received subsequent to the stated deadline will be considered **only** after students whose applications were submitted on time have been processed.

7. An Interview will take place to interview students made up of external interviewers to assess their applications and their suitability for participation. Students will be given a date and time for interview. If the student is unable to attend at the allocated time he/she must inform the admissions committee in writing and an alternative agreed time will be provided. Students will not be accepted to the programme without first attending for interview. The interview panel will recommend students to the TY Admissions Committee.
8. The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Principal, Programme Co-ordinator, Assistant Programme Co-ordinator, Deputy-Principal in collaboration with Year Heads. The Committee will liaise with the Year Heads of the current third year students before offering places.
9. The School Management reserves the right to contact with the Parent/Guardian of students in relation to the students' application and their suitability for participation.

### **Offer & Acceptance of Places**

1. Places will be offered in writing to successful applicants. In the case of a student who is not offered a place by the Admissions committee, an appeal may be made, in writing, to the Principal within ten school days of the date that places were offered. The appeal will be heard within ten school days of receipt of the appeal. In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within ten school days of the date on which the Principal issues his written decision.
2. Students accepting a place must complete and return the Acceptance Form within the date specified, along €150.00 deposit to secure a place. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame may result in the place being forfeited.

### **External Applications**

Any application to transfer to the TY Programme in Coláiste Pobail Bheanntaí from another school will only be considered should places be available. Applications from these candidates will be considered by the Transition Year Admissions Committee based on the Admissions Criteria outlined previously. The same will apply to a student within the school who requests to transfer from 5<sup>th</sup> year to TY. If a place is available, a transfer will only be considered within the month of September.

## **Programme Fees**

The set programme fee is currently €350.00, initial deposit of €150.00, balance of €200.00 to be paid in two instalments before Christmas. All of this money is used for the following: First Aid, ECDL, Bantry Driving Academy and RPM. Additional payment will be required during the year to partake in a range of other activities. We endeavour to subsidise most of these activities to enable students to experience a wide range of experiences while not being restricted by excess costs.