

## **Transition Year Policy**

### **Scope of this policy**

This policy governs how you can apply for your child to enter Transition Year in Coláiste an Chroí Naofa and how we process each application in a fair and transparent way.

### **Transition Year Mission Statement**

To provide for the personal, social and intellectual development of the student.

To prepare students to become active participants in their learning. Transition Year provides a bridge to help students make the transition from a highly structured environment to one where they will take greater responsibility for their own learning and decision making.

Personal maturity, through improving communication skills, self confidence and a sense of responsibility.

To provide them with a broad range of academic, leisure and cultural experiences. This encourages the student to value education and reflect on their future.

### **Aims of Transition Year**

#### **Maturity**

1. To lay a secure foundation for a Leaving Cert Programme with more purpose and motivation
2. A more informed approach to subject choices
3. Increase social awareness and social competence
4. Enhanced self- confidence, self- esteem and self- assurance

#### **Skills**

1. To provide the opportunity to discover individual talents, aptitudes and abilities
2. To develop good study skills, practical and academic skills

#### **Adult and working life**

1. To gain insight into the world of work
2. To expand the learning environment into the wider community and aid interdisciplinary work, providing focus for learning and reflection.
3. To encourage participation in a variety of leisure activities
4. To assist students in acquiring positive awareness of their community.

## **Learning, Maturing, Health and Safety**

Transition Year affords the opportunity to individual students to mature and progress. However, the opportunity for the individual must be balanced with the right of the year group. The learning, maturing and health and safety of the group as a whole are the main priorities for the school. The nature of Transition Year requires extra co- operation and trust from students, particularly during the various activities, outings, workshops, work experience and social placements. A third year student risks not being enrolled in Transition Year if:

- His/her disciplinary record demonstrates very irresponsible behaviour e.g persistently interfering with the teaching and learning of a class
- He/She has caused or risked injury to the well- being or safety of others (i.e. bullying, fighting, assault, refusing to follow teacher's safety instructions, abuse toward teachers, staff or fellow students.)
- He/She has been involved in the abuse of illegal substances
- He/she has seriously breached the code of behaviour, mobile phone or digital media policy, health and safety policy, anti- bullying policy etc.

Some activities during Transition Year require extra voluntary commitment from teachers. If a student is in serious breach of the Code of Behaviour and/or the specific rules of the tour or outing , (examples could be assault, alcohol or drug use, very irresponsible behaviour, etc), the school will withdraw permission for a student to remain on an outing/trip/tour. Parent/guardians will have to arrange to bring the student home.

## **Criteria for Admission**

Colaiste an Chroi Naofa offers Transition Year as an optional one year programme designed to facilitate the transition from Junior to Senior Cycles and to prepare for adult life.

- Application for admission to Transition Year is open to all students in Junior Certificate year, who have completed the Junior Certificate State Examinations.
- The Board of Management, having considered the availability of teaching and other resources will determine the number of class groups in Transition Year. Students will be admitted to the programme subject to these resources and the ability to cater for the needs of students. The number of students per base class is 24.
- An information afternoon for parents and students is held in the springtime of the year of entry. It is important that parents/guardians attend this meeting as it allows parents/guardians to make an informed decision as to whether Transition Year is suitable for their child.
- A completed application form must be submitted to the school office before a specified closing date. This date will be announced at the information evening. It will also appear on the school's website and will be text to the parents/guardians of all third year students.

- The letter of application must:
  - Outline the student's reason(s) for selecting to participate in the TY programme.
  - Be dated and signed by both student and parent/guardian.
  - Be accompanied by a deposit of €200. The cost for TY is set at €350 for the academic year 2016/17. (if any parent/ guardian has difficulties in this regard please contact the Principal in confidence and a mutually satisfactory arrangement will be put in place.)
- Any applications received after the closing date will be considered only after other applications have been processed.
- It is the responsibility of each student and their parent/guardian to ensure their application is submitted in full and on time.
- A student's behaviour record is a critical factor in acceptance for the Transition Year. The Principal/Deputy Principal and TY Co-ordinator must be confident that students will live up to the trust placed on them. A student will not be considered suitable for Transition year if, in spite of support and interventions, his/her behaviour continues to be a cause of concern, is a threat to the health and safety of classmates or has a negative impact on the well-being of class mates.
- Places will be allocated by lottery if the number of applicants for Transition Year exceeds the number of places available in a given school year.
- Applicants may be required to present for interview with the Principal/Deputy Principal and/or Transition Year Co-ordinator. In some instances, parents/guardians will be required to attend the interview and provide clarification and commitment to Transition Year.
- Students will be notified of acceptance in writing by the Principal and Co-ordinator.

## **How does the lottery work?**

If there are more applicants than available places a lottery system will be used to allocate places.

The lottery will be supervised by

- A member of the Board of Management nominated by the Board of Management
  - The Principal/Deputy Principal
  - The TY Co-ordinator.
- All suitable applicants will have their names entered for the lottery and names will be drawn until all places are filled.
  - When all places are filled, names of applicants will continue to be drawn to establish the order of applicants on the waiting list.
  - If a vacancy arises, the place will be offered to the applicant highest on the waiting list.

- If for any reason a place is not accepted that place will be offered to the next applicant on the waiting list.
- The school will contact parents/guardians to inform them of any changes to the waiting list. Parents/guardians may contact the school at any time to request an update on their child's position on the waiting list.

**The waiting list will be terminated on the Friday after the Junior Cert results are issued.**

## **Withdrawal of Offer of Place in Transition Year by the School**

Any serious breach of the code of behaviour prior to or during Transition Year may result in the offer of the place being withdrawn.

## **Change of Mind by Student**

Internal students who have accepted a place in Transition Year and subsequently change their mind may be accepted into 5<sup>th</sup> Year depending on availability of space in core classes. This request will only be considered in exceptional cases. They will be placed at the end of any existing waiting list for 5<sup>th</sup> Year subjects which are oversubscribed. Internal students who are enrolled in 5<sup>th</sup> Year and wish to change to Transition Year will be dealt with under the terms of this policy.

## **External Applicants**

- Applications for Transition Year from external applicants will be dealt with under the school Enrolment Policy which is available on [www.colaisteanchroinaofa.com](http://www.colaisteanchroinaofa.com) If a place becomes available, this policy then applies.
- The Board of Management shall take into account the past records of students applying for transfer or re- entry to the school.
- The Board of Management must be satisfied that the school has the resources to discharge its statutory obligation to provide an appropriate education for every child in the school.
- Such applications will be considered only after all internal applicants have been considered.
- An external applicant who has accepted a place in Transition Year and who subsequently wishes to change to 5<sup>th</sup> Year, will be required to make a new enrolment application. This new application will be dealt with in accordance with the school Enrolment Policy. If he/she is offered a place in 5<sup>th</sup> Year, he/she will be placed at the end of any existing waiting list for 5<sup>th</sup> Year subjects which are oversubscribed.

- The right of the Board of Management to refuse enrolment and the right of parents/guardians to appeal refusal to enrol are contained in the school Enrolment Policy. This admissions policy will be reviewed regularly

## **The Curriculum**

Students will be offered a selection of material from the Leaving Cert Course which will be focused and interesting. There will be an emphasis on self directed learning through various teaching methods.

- Negotiated learning
- Personal responsibility
- Activity based
- Group work
- Project work
- Speakers/seminars
- Field trips

The Curriculum is decided in the light of the particular needs and interests of students.

## **Core Subjects**

3 or more classes per week will be offered in

Irish  
English  
French  
Mathematics

2 classes per week of Religion

## **Leaving Cert Optional subjects**

A selection of classes will be offered based on interest expressed by students.

- Science
  - Home Economics
  - History
  - Geography
  - Accounting
  - Business
  - Music
  - Art
  - Technical Graphics

Classes in the following may also be offered

Film and Media studies  
PE  
Computing  
Career guidance  
Personal development  
Enterprise  
Study Technique

This is reviewed each year through liaising with students, parents and staff. Availability of these classes depends on resources that are allocated each year.

## **Activities and Leisure**

A selection will be provided from :

Speech and drama  
Presentation skills  
Sign language  
GAA coaching  
Refereeing  
First Aid  
Self Defense  
Theatre  
Geography and History trips  
Team bonding days  
Rapping Workshop  
Film Making  
Drumming  
Puppetry  
Dance  
Yoga  
Soccer Skills  
Fitness  
Italian  
Science trips  
Enterprise Projects/Mini Company  
A Transition Year School tour based in Ireland or abroad.

These events are reviewed annually.

## **Social and Community Experience**

Each Wednesday the Transition Year students will not attend school. They will go to their various social placements. We advise students to look for this experience within their own communities and will aid them in any way to secure such placements. It must

be socially based and encourage them to make a valuable contribution by using this time to benefit their local community. This also encourages the development of links with parents and the wider community.

## **Work Experience**

Each student will secure 2 weeks work experience (related where possible to career investigation) before Easter.

## **Homework and Assessment**

Project work  
Preparation for oral presentation  
Subject assignments  
Daily Dairy

## **Assessment**

Many courses and activities offered during the year carry certification

Christmas and Summer Reports  
Social placements Reports where there is record of absences and feedback from placement providers  
Work Experience Reports  
Homework from subject teachers  
Year end self evaluation, school assessment and evaluation  
Parent/teacher meeting  
Online Ty portfolio which will be provides continual assessment

## **Transition Year end celebration**

All students, staff and parents are invited to this celebration.

Exhibition in the College hall  
Projects  
Artwork  
Visual displays  
Film  
Songs

Entertainment provided by the TY students

Dance  
Drama

Music

Presentation of Certificates

Student of the Year Announced and presented on awards night in October.

## **Conclusion**

This is a different year, a maturing year, a time for students to get to know themselves and develop various skills and talents. It is the hope that students will emerge from the year independent, motivated, responsible and determined to maximise their efforts in Leaving Cert and beyond.