

Transition Year Policy April 2014



Transition Year Policy

Coláiste Mhuire Co-Ed

COLÁISTE MHUIRE CO-ED.

TY POLICY

Colaiste Mhuire Co-Ed offers Transition Year as an optional one year programme post Junior Certificate.

AIMS AND OBJECTIVES:

The aims and objectives of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education and skills, namely:

- Education for maturity with the emphasis on personal development including social awareness and increased social competence.
- The promotion of general, technical and academic skills with an emphasis on interdisciplinary and self-directed learning.
- Education through experience of adult and working life as a basis for personal development and maturity.

CURRICULUM

The TY Curriculum of Coláiste Mhuire Co-Ed is developed locally and uniquely annually by the TY Co-Ordinator and the TY Teaching Staff in consultation with Deputy Principal and Principal.

The school will decide upon the subjects and modules based on the needs of the students, staff allocations and teacher expertise as well as parental expectation and local resources.

The TY Programme will offer a broad and balanced curriculum based on the following 4 layers as advised by the Department of Education TY Guidelines;

CORE SUBJECTS:

Subjects taken for the full year which may include but is not limited to the following English, Irish, Mathematics, P.E., French, Career Guidance, Art.

SUBJECT SAMPLING LAYER:

Subjects that are available at Leaving Cert Level in the school that are offered either in taster modules or over the course of the year which may include but is not limited to the following- Biology, Chemistry, Physics, Environmental Studies, Construction, Engineering, Home Economics, Enterprise, Computer Applications, Economics, Music.

TY SPECIFIC LAYER:

Subjects and modules specifically designed to meet the unique requirements of a TY Programme which may include but is not limited to the following-

Tourism, Law, Chinese and Cultural Studies, Young Scientist Competition, Mini-Company, Log on and Learn, Social Studies, Irish Culture and Heritage, Community Care, Gaisce, Library Research, Programming.

CALENDAR LAYER:

A programme of activities, events, throughout the course of the year which will vary annually depending on opportunities but which may include some or all of the following:

Work Experience, Musical Production, Tourism Trip, Field Trips, Visiting Speakers.

ASSESSMENT:

The TY Programme at Coláiste Mhuire Co-Ed embraces the many varieties and modes of assessment recommended by The Transition Year Guidelines for Schools (Dept. of Education) and may include the following:

- Summative Assessment
- Written, practical, oral and aural assessment
- Project Work
- Exhibitions of Work
- Report of Work Experience
- Compilation of e-Portfolio
- Pupil Diary/Log Book of Personal Progress
- Records of Skills and Competencies gained

Core Subjects, Sampling Subjects and TY Specific Subjects will be assessed by one of the above assessment methods and reported on the schools VS-Ware system and/or in the Student Diary.

CREDIT SYSTEM:

Coláiste Mhuire Co-Ed operates a Credit System for accumulating Credits towards Graduation and Certification from the Programme. (Please refer to TY Credit System in Appendix)

CRITERIA for GRADUATION from TY:

There are 3 main criteria for Graduation from Transition Year:

1. Gain a minimum of 100 Credits.
2. Completion of an e-Portfolio and presentation of same at end of year interview.
3. Completion of Work Experience.

CERTIFICATION:

Coláiste Mhuire Co-Ed will award a TY Certificate at Pass, Merit or Distinction Level on completion of the TY Programme. (Please refer to TY Credit System in Appendix)

Modular Courses completed during the TY Programme will also be certified as appropriate by the school or outside bodies or agencies.

Presentation of all Certificates will take place at the annual end of year Graduation Ceremony.

The Overall TY Student of the Year Award will be presented to the student who, in the collective opinion of all staff, made the greatest contribution to TY during the Year.

EVALUATION:

Coláiste Mhuire Co-Ed embraces the requirement for on-going evaluation and modification of the TY programme. This will take place annually through appropriate methods such as surveys and feedback from Students, Parents and TY Teachers. Results of and recommendations from such evaluations will be utilised in planning future TY programmes.

REVIEW:

This Policy will be reviewed on a bi-annual basis.

TY ADMISSION POLICY

ADMISSION PROCEDURES:

1. An information evening for Parents and students and information seminars for Junior Cert (3rd Year) students are held in the springtime of the year of entry.
2. Following the information presentation, Transition Year Application Forms are made available to interested students from the TY Co-Ordinator.
3. Completed Application Forms (See Appendix) must be returned to the TY Co-Ordinator by the Closing Date specified. (Late applications may not be considered.) Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the programme.
4. External applicants may fill in the Enrolment Form for Coláiste Mhuire Co-Ed. and following an expression of interest in the TY Programme may request and complete a TY Application Form and are then subject to the same admission procedures as internal applicants.
5. The TY Co-Ordinator will consult members of the Teaching Staff and Senior Management with respect to the TY Application List.
6. A TY Selection Committee will be established annually comprising TY Co-Ordinator, Year Head (3rd Yr), Guidance Counsellor, HSCL, Deputy Principal/Principal.

The following criteria will help ascertain suitability for the Programme:

- Level of interest displayed by the student on the application form.
- Level of interest indicated by the candidate at interview.
- Willingness to participate fully in all elements of the TY Programme.
- Student's satisfactory attendance record in school.
- Student's record of adherence to the Code of Behaviour of Coláiste Mhuire Co-Ed. or in the case of an external candidate, the student's previous school.
- An assessment of the student's competence and value to be derived from participation in key elements of the TY programme.
- Assessment of the contribution the applicant can make to the TY Programme.
- The applicant's age and/or pastoral care needs as communicated by the Year Head, HSCL, Guidance Counsellor and/or other professionals in the school.

7. Applicants will be interviewed by at least 2 members of the Selection Committee.
The Interview will be conducted and marked according to the following Marking Scheme:

CRITERIA	MARKS
Application Form	10
Interview	20
Behaviour Record *	40
Personal Achievements to Date	10
Overall Suitability	20
Total	100

- Behaviour Record in 3rd Year –
40 Marks are awarded for Behaviour Record with 10 marks being deducted for each period on Report as follows:

One Yellow -10

Two Yellow -20

One Red -30

Two Red -40

NOTE: The Behaviour Marks will not be deducted as above in the case of an Applicant for whom TY has been recommended by a NEPS Psychologist.

An Applicant must achieve an overall Score of 50 or greater in order to be offered a Provisional Place on the Programme.

NOTE:

Parents/Guardians may appeal the decision of the Selection Committee to the Board of Management.

(Please refer to Programme Interview / Selection Criteria Scoresheet in Appendix)

8. Following final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme and their parents/guardians will be informed by letter. This place is offered on a probationary basis. Students will be re-interviewed in September and their place (in light of behaviour and work ethic) will be reviewed. A copy of the TY Contract will be distributed to students and their parents/guardians. This provisional place on the programme will be subject to their acceptance of the requirement to sign the TY Contract.(see Appendix)

Student's who return a signed TY Contract are considered accepted to the TY Programme of Coláiste Mhuire Co-Ed.

REVIEW:

This policy will be reviewed on a bi-annual basis.

APPENDIX

TY APPLICATION FORM:

NAME: _____

ADDRESS: _____

HOME TEL. NO: _____

MOBILE NO: _____

WHY DO YOU WANT TO DO TRANSITION YEAR ?

WHAT CAREER DO YOU WISH TO TAKE UP WHEN YOU LEAVE SCHOOL?

PLEASE LIST YOUR HOBBIES OR INTERESTS

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

WHERE WOULD YOU LIKE TO GO ON WORK EXPERIENCE AND WHY?

PLACE 1 _____

REASON _____

PLACE 2 _____

REASON _____

PLEASE NOTE:

THIS APPLICATION FORM IS ONE PART OF THE SELECTION PROCESS FOR THE TRANSITION YEAR PROGRAMME WHICH ALSO INCLUDES INTERVIEW BY THE SELECTION COMMITTEE.

COMPLETION OF THIS FORM DOES NOT GUARANTEE ACCEPTANCE ON THE COURSE.

I WISH TO APPLY FOR A PLACE ON THE TRANSITION YEAR PROGRAMME IN COLÁISTE MUIRE CO-ED

SIGNATURE OF STUDENT: _____

DATE: _____

SIGNATURE OF PARENT/ GUARDIAN: _____

DATE: _____

COMPLETED APPLICATION FORMS ARE TO BE RETURNED TO THE TY PROGRAMME CO-ORDINATOR
NO LATER THAN

CLOSING DATE

TY CREDIT SYSTEM

CRITERIA	DETAILS	MAX. CREDITS
Attendance & Punctuality	90% Attendance & Punctuality	20
CORE MODULES		
Maths, English, Irish, Art, French, ICT, P.E., Careers	10 credits per module	80
SUBJECT SAMPLING MODULES		
Science, Woodcraft, Tourism, Home Economics, Enterprise	10 credits per module	50
TY SPECIFIC MODULES		
Chinese Culture and Language	10 credits	10
Community Care Placement	Attendance 20 credits Diary 20 credits Employer Report 20 credits	60
Work Experience	Attendance 20Credits Diary 20 Credits Employers Evaluation 20	60
Extra Curricular Participation	20 credits	20
e-Portfolio	Interview 20 credits Content 80 credits	100
	TOTAL	400

CERTIFICATION LEVELS:

PASS 100-239 Credits

MERIT 240-319Credits

DISTINCTION 320-400 Credits

NOTE:

The Credit Scheme set out above may have to be adjusted from year to year to reflect varying modules etc.

ACCEPTANCE LETTER TO PARENTS:

Re: T.Y.Programme

Month, Year

Dear Parent/Guardian,

I am pleased to inform you that following interview your son/daughter _____ is being offered a provisional place on the T.Y. Programme at ColáisteMhuire Co-Ed. for the academic Year 201*/1*.

Acceptance on the programme is conditional on the Agreement to Read and Sign the terms of the ColáisteMhuire Co-Ed. T.Y. Contract which is enclosed.

Please return the Signed Contract to the Programme Co-Ordinator by May 7th. Please note that students will be re-interviewed in September to establish if their behaviour and work ethic meets the standards expected of a T.Y. student. Should a student not pass the probation period they will be required to follow the 5th/LCA programme at that point.

I look forward to working with and for you and _____ during the Programme and hope that the programme we are planning is one which is both educational and enjoyable.

The T.Y. Induction Programme will take place in the new academic year-any further information will be communicated to you as necessary.

Yours Sincerely,

Programme Co-Ordinator

Transition Year Information Leaflet:

The Transition Year Teaching Team within Coláiste Mhuire Co-Ed believes there are certain attitudes and actions that are essential to the successful completion of the TY programme.

These are outlined in this document.

We require every prospective candidate, and their parents or guardians, to read this document and if they are willing to accept the requirements set out to sign the contract.

The Contract is based around the following Core Areas in Transition Year.

Application to Class Work /Activities

We require that every student do his or her best in relation to class work. We require students to use the Transition Year to sample new Subjects, Modules and Experiences and to maximise these new experiences towards decision – making for their future study and potential career path.

Students are expected to complete and present their personal Student e-Portfolio at the end of their Transition Year experience.

Work Experience

Work Experience is an integral part of Transition Year. Students must arrange their own work experience placement. There will be at least one work experience placement during the year. It is important that students choose their work experience carefully. Following the work experience placement, students must complete satisfactorily and return their Work Experience Diary (where possible this must be completed on their e-portfolio). Employer Evaluation Forms must also be returned.

Students will be monitored carefully on Work Experience placements and where possible a member of the teaching staff will visit and interview both the student and their employer.

Behaviour and Attendance

Attendance and participation during Transition Year is in accordance with the Schools normal procedures in these areas. Pupils are expected to adhere to the School's Code of Behaviour and will be liable for sanctions as laid out in the School Student Diary as for all students of Coláiste Mhuire Co-Ed.

Review

The TY Programme Co-Ordinator will conduct a Review of all participants on the Programme at the end of September each year.

This review will consist of an Interview and Presentation of work completed in the e-Portfolio and Consultation with the TY Teaching Staff.

Following this review Process, a Student may be removed from the Programme in his/her best interest or in the interest of the other participants on the Programme and/or to maintain the Integrity of the Programme.

COLÁISTE MHUIRE CO-ED

T.Y. CONTRACT

I accept the offer of a place on the T.Y. Programme in Coláiste Mhuire Co-Ed and I agree to be bound by the commitments of the following contract.

- To behave appropriately and respectfully in school and at school activities.
- To engage with all subjects, modules, experiences and activities to the best of my ability
- To complete and present the Student e-Portfolio as required by the Programme
- To arrange and complete Work Experience to the best of my ability.
- To meet all Deadlines for Project Work as set by individual Teachers.
- To wear the Full School Uniform every day.
- To bring all necessary equipment, books, resource materials to every class.
- To take full responsibility for arriving to School and every Class on Time.
- To co-operate with my classmates in the use of shared Facilities (Equipment, Stationary etc)

- To be co-operative, polite, friendly and adult-like in my relationships with my fellow classmates and teachers.

I have read and understood the above TY student Contract.

I understand that the Programme Co-Ordinator and/or the Management of the School reserve the right to Review my progress on the Programme.

I understand that my failure to comply with any of the terms of the Contract may result in my exclusion from the Programme in order to maintain the integrity of the Programme and/or in my best interest or in the best interest of the other participants on the Programme.

Student Signature: _____

Date: _____

Parents/ Guardians Signature: _____

Date: _____