



Coláiste Thulach Sheasta

Transition Year Programme Policy 2024



Tipperary
ETB

Bord Oideachais & Oiliúna Thiobraid Árann
Tipperary Education & Training Board

Policy Area	Schools
Policy Reference Number	NEW/TY/044/1
Version No.	2
Policy Drafted by	Newport College
Date previous version: Ratified by SLT Noted by TETB	14 November 2023 12 December 2023
Date Reviewed /Amended by School	May 2024
Date Reviewed / Ratified by BOM	29 May 2024
Date Noted / to be Noted by TETB	10 September 2024
Policy Renewal Date	Annually
Date of Withdrawal of Obsolete Document	29 May 2024 Document Ref. No. NEW/TY-ADM/044/0 Version No. 1

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Introduction

Coláiste Thulach Sheasta, Newport College is a post primary Community College under the patronage of the Tipperary Education and Training Board (TETB). We are a state, co-educational, multi-denominational school underpinned by five core values: excellence in education, care, equality, community and respect.

As an ETB Community College, we give equal opportunities to all students in the community we serve, and we strive to provide high quality education through respectful, positive, supportive and responsive learning environments and respect.

In all aspects of school life all members of our school community are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

We value:

Excellence: Excellence includes excellence in education, training, and support. It is underpinned by the core values of care, respect, community, and equality. Excellence encompasses outcomes, experiences, and expectations of people involved.

Care: Care is about the welfare, wellbeing, and safety of all who are involved in education and training. It is exemplified in meaningful relationships, connectedness, and empathy, alongside support and solidarity.

Equality: Equality is about treating everyone equally and recognising and celebrating the diversity of those involved in education, training, and youth work. It is exemplified in targeting resources on those who have need and prioritising a culture of inclusion.

Community: Community encompasses learners, their families, staff, and the local communities in which our services are based. It is about having shared vision, values and purpose, a sense of belonging, and a voice that is listened to. It is exemplified in productive collaboration, positive contributions, and effective communication amongst all stakeholders.

Respect: Respect is about upholding the dignity, rights, and recognition of the identity and background of all those involved in education, training, and youth work. It is exemplified in relationships between all stakeholders, and decision-making that impacts positively on the rights, feelings, and aspirations of the diversity of people.

Rationale

The Transition Year (TY) is a one-year programme that forms the first year of a three-year senior cycle. It is designed to act as a bridge between the Junior Cycle and Leaving Certificate programmes. It is an option available to all 3rd year students and the vast majority of students avail of the TY programme.

The programme offered reflects the aims and objectives as set out in the guidelines published by the Department of Education.

The following are the aims and objectives:

- 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.

Application Process

- In January/February, students will be informed about all options available to them. Information will be delivered to Third Year Students and to parents/guardians outlining all the choices, **including Transition Year**, Traditional Leaving Certificate, Leaving Certificate Vocational Programme (LCVP) and the Leaving Certificate Applied Programme.
- To apply for a place in Transition Year
 - Students are required to submit a detailed application form (available from the TY Co-ordinator) on or before the specified deadline.
 - Fully completed applications must be handed into the school office clearly marked with the student's name and class.
 - Students will be required to be interviewed regarding their application if invited to do so.
 - Please note that application forms not submitted via the office will not be considered.

Programme Admissions Procedure and Requirements

Students are selected for the Transition Year based on their suitability for the programme and the programme's suitability to the student.

The selection process involves: -

Liaising with the students and their parents:

An Information Session on the Programme is provided for parents and students. A Transition Year information pack is available from the coordinator. Meetings are arranged with students and their parents to discuss the nature and requirements of the Transition Year programme in January/February where students will be informed about all options available to them.

Application form:

A written application form must be completed in respect of each student applying for a place in the Transition Year programme. The application form requires written confirmation that the student agrees to participate fully in all the activities, learning experiences and assessment elements of the programme. *Appendix 1*

Academic review:

Third year class tutors, year head and core subject teachers are consulted to assess the student's performance in the school up to Junior Cycle.

Review of the student's contribution to school life:

The student's attendance in school, behaviour, participation in class and completion of homework are taken into account in the selection process for Transition Year.

External candidates:

An external applicant must firstly apply to be accepted as a student of Newport College by completing an Admissions Application Form. The student is then subject to the same selection criteria as internal applicants. When processing applications for the Transition Year programme, preference will be given to current students of Newport College.

Selection of Students

Selection of suitable students to Transition Year.

The following criteria will help ascertain the student's suitability for the programme:

1. Level of interest indicated by the student at meeting/interview.
2. Willingness to participate fully in all elements of the Transition Year Programme.
3. The student's attendance record in school.
4. Student's behavioural record over the three years of Junior Cycle in Newport College, or in the case of an external candidate, the student's previous school.
5. An assessment of the student's competence and value to be derived from participation in key elements of the Transition Year programme.
6. Assessment of the applicant's application to work over the last three years and the contribution the applicant can make to the Transition Year programme.
7. The applicant's pastoral care needs as communicated by the Tutor, Year Head, HSCL, Guidance Counsellor and/or other professionals in the school.

Marks will be awarded to each student according to the following marking scheme:

CRITERIA	MARKS
Attendance	30
Interview/ meeting	20
Behaviour record	20
Personal achievements to date	10
Overall suitability	20
Total	100

An applicant must achieve an overall score of 70 or greater in order to be offered a provisional place on the Transition Year programme. Following final selection successful candidates will be offered a provisional place on the programme and their parents/guardians will be informed by letter.

This provisional place on the programme will be subject to their signing the Transition Year Contract. Students who return a signed Transition Year Contract are considered accepted to the Transition Year Programme in Newport College and payment of the Transition Year deposit by the notified date will guarantee a place.

In the interest of student progress and to ensure a positive learning experience for all students in Transition Year, a student may be required to engage in a trial period on commencing the programme. The duration of the trial period will be specified by the management of Newport College.

In the case of a student who is not offered a place in Transition Year an appeal may be made in writing to the Board of Management within 10 school days of the date places were offered. The appeal will be heard by the Board of Management at its next scheduled meeting.

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Work Experience in Transition Year

Work experience is an essential component of the Transition Year programme. It is important that students give careful consideration to the types of work and careers they would like to experience.

Work experience must be completed in two different career areas. Students are not permitted to complete their work experience in a workplace in which they already have a part-time job. Work placements with family members are not permitted. Parents are encouraged to engage in the process of placement research. Repetition of placements is not permitted. However, a student may seek experience in a workplace involving similar roles carried out in a previous differing placement.

All work experience placements **must be approved by the management** of Newport College in advance of commencement.

As part of the transition year programme, students are timetabled for work experience on one day per week, Monday. To secure a work experience placement, the student is required to research a suitable work placement. This is done by following the instruction and guidance of the work experience teacher and/or the programme coordinator. Research for a work placement must be done in a timely manner, Term 1 placement is to be researched and secured during the summer break, Term 2 placement is to be researched and secured in November.

Documentation, i.e., letters of introduction (**appendix 1**), employment details forms, attendance sheets (**appendix2**), insurance letters and letters to parents will be given to the student. It is the student's responsibility to ensure these completed and signed documents are returned to the school at the stated times in order to gain credits.

Placement attendance records must be presented at roll call on the following school day, Tuesday, to facilitate the verification of the student's attendance at work. If the attendance record is not presented at roll call on Tuesday morning, the student will be marked absent for work experience on the school system.

In order to gain credits, a student must have at least 90% attendance in the Work Experience module i.e. placement and class. The student must complete all assignments of the Work Experience module and return completed work diaries within the timeframe specified by the class teacher.

Students are monitored carefully on work experience placements and the school maintains regular contact with the employers and mentors who offer placements to our students.

Businesses in the locality are very generous in offering students at Newport College work placements. They provide valuable feedback to students and to the coordinator. Newport College appreciates the fact that local businesses support us by providing work placement for our Transition Year students.

Students are representing the school while on placement. Work experience is a school activity. Therefore, students must follow the policies and procedures of the school during this time. Parents and guardians must complete and return the relevant school documentation regarding the student's work placement i.e., letter of permission.

Transition Year Contract

The management of Newport College reserves the right to remove a student from the programme in the case of a breach/ breaches of the policies and procedures of the school. Students signing up to the programme should only do so if they:

- Agree to buy in to all opportunities and activities offered.
- Are willing to participate in the course fully and to participate in all subject areas/modules/workshops/opportunities.
- Behaviour must be held to the highest standard so that teaching and learning is not affected. This will give all students the chance to achieve their full potential.
- Unsatisfactory engagement of the student in Transition Year work experience and/or unsatisfactory compliance of work experience procedures as set out by Newport College.

The above list is not exhaustive.

Declaration of Students and Parents/Guardians

I/ we have read the above Transition Year Programme Policy and I/ we agree to adhere by its contents.

	Date	
Signature of Student		
	Date	
Signature of Parent/Guardian		
	Date	
Signature of Parent/Guardian		

Policy Adoption and Review

This Policy was reviewed by the Board of Management on 29/05/2024.

This policy and its implementation will be reviewed by the Board of Management once in every school year.

Appendix 1



LETTER TO EMPLOYER

04/06/2024

A Chara,

Our Transition Year student (**student name**) is seeking the opportunity to gain work experience with local employers.

Work experience is a key component of Transition Year, and we would very much appreciate it if you would consider giving (**student name**) a placement in your business. If successful, the work experience placement would commence on the 02/09/2024, for one day per week: Monday.

The work experience placement requires (**student name**) to be present for work at 8.50 a.m. and finish at 3.45 p.m. as per a normal school day. Break and lunch times would be at the discretion of you, the employer.

We value the partnership we have with our local employers, and we would be very grateful if you would give offering (**student name**) a work placement some consideration.

Prior to commencement, the employer will be contacted by a member of Newport College staff to verify that the placement is certifiable, insurable and can be provided in accordance with public health advice and social distancing requirements.

Thank you very much for your co-operation.

Le gach dea-ghuí,

Principal

Work Experience Teacher

Appendix 2

TRANSITION YEAR Work Experience Dates – Mondays (School Term)

2024/2025

August 26th – Admin Day

Block 1: (15 Mondays)

September: 2nd, 9th, 16th, 23rd, 30th

October: 7th, 14th, 21st (***28th is midterm break***)

November: 4th, 11th, 18th, 25th

December: 2nd, 9th, 16th, (***23rd is Christmas break***)

Block 2: (15 Mondays)

January: 6th, 13th, 20th, 27th

February: 10th, 24th (***3rd is bank holiday and 17th is midterm break***)

March: 3rd, 10th, 24th, 31st (***17th is bank holiday***)

April: 7th, 28th (***14th and 21st is Easter break***)

May: 12th, 19th, 26th (***5th is bank holiday***)

Work Experience Block 1 2024/2025

Student Name		
Work Placement		
Name of Supervisor/Contact		
Phone Number		
School Telephone No	061-378262	
Date	Student progress/contribution to workplace	Employer Signature
26/08/2024	Admin Day	
02/09/2024		
09/09/2024		
16/09/2024		
23/09/2024		
30/09/2024		
07/10/2024		
14/10/2024		
21/10/2024		
28/10/2024	Midterm break	
04/11/2024		
11/11/2024		
18/11/2024		
25/11/2024		
02/12/2024		
09/12/2024		
16/12/2024		
23/12/2024	Christmas break	

The employer/mentor is asked to verify attendance & comment on progress of the student each Thursday. The student is required to present this attendance record in school each Tuesday at roll call. Attendance must be verified by the employer/mentor, proof of attendance must be presented at school and satisfactory completion of the Work Experience module, including Work Experience class, are all necessary to gain credits

Work Experience Block 2 2024/2025

Student Name		
Work Placement		
Name of Supervisor/Contact		
Phone Number		
School Telephone No	061-378262	
Date	Student progress/contribution to workplace	Employer Signature
06/01/2025		
13/01/2025		
20/01/2025		
27/01/2025		
03/02/2025	Bank holiday	
10/02/2025		
17/02/2025	Midterm break	
24/02/2025		
03/03/2025		
10/03/2025		
17/03/2025	Bank holiday	
24/03/2025		
31/03/2025		
07/04/2025		
14/04/2025	Easter break	
21/04/2025	Easter break	
28/04/2025		
05/05/2025	Bank holiday	
12/05/2025		
19/05/2025		
26/05/2025		

The employer/mentor is asked to verify attendance & comment on progress of the student each Thursday. The student is required to present this attendance record in school each Tuesday at roll call. Attendance must be verified by the employer/mentor, proof of attendance must be presented at school and satisfactory completion of the Work Experience module, including Work Experience class, are all necessary to gain credits