



Scoil na Tríonóide Naofa
School of the Holy Trinity, Doon

Ní Neart go Cur le Chéile

Contents

Part 1:

- 1.1 Transition Year Course
(Mission and overall aims)
- 1.2 Transition Year Induction
- 1.3 TY Timetable
- 1.4 TY Policy and Application Process

Part 2:

- 2.1 TY (Estimated) Budget & Planner
- 2.2 TY Trips
- 2.3 TY Assessment
- 2.4 TY Interview Marking

Part 3:

- 3.1 Transition Year Lesson Plans (Subject Folder)
- 3.2 Evaluation & Review Procedures

Part 1

1.1 Transition Year Course

The mission

Scoil na Tríonóide Naofa is a Catholic School that provides an inclusive education which strives to enable students to achieve their potential. We seek to promote the wellbeing of all members of the school community in a respectful, safe and caring environment which values the dignity of each individual.

Overall aims

Education for maturity with emphasis on social awareness and increased social competence.

Education through experience of adult and working life as a basis for personal development and maturity.

Promotion of general, technical and academic skills with an emphasis on Interdisciplinary learning.

“Transition Year is an optional one-year, school-based programme between Junior Cycle and Senior Cycle. It is designed to act as a bridge between the two by facilitating the smooth transition from the more dependent learning of the Junior Cycle to the more independent self-directed learning required for the Senior Cycle. Schools have the chance to design programmes and courses tailored to the needs and interests of students.

The Transition Year offers students an opportunity to engage in independent, self-directed learning, to develop general, technical and academic skills, and to mature and develop without the pressure of an examination. Students get the opportunity to sample a wide range of subject areas and can make more informed choices about the kind of Leaving Certificate programme they want to follow after the Transition Year.”

- NCCA (Transition Year)

1.2 Transition Year Induction

Induction begins in third year with the TY Coordinator visiting all the class groups and discussing the differences between TY and the rest of the secondary cycle.

There is also an information evening for the parent/guardian body in March, prior to TY commencing. The parents/guardian are invited by letter and they are asked for questions in advance so that any concerns can be addressed. Both the work experience and community placements are discussed and the pupils are encouraged to organise them over the summer.

The main induction process begins with a TY assembly involving the Principal, Deputy Principal and the TY Coordinator. Each class group is inducted on the same day. There are ongoing changes to this format with involvement of the class tutors becoming more important. Induction has class tutors dealing with their own groups where they explain their expectations and in class rules.

1.3 Transition Year Timetable

	Periods
English	3
Irish	3
Maths	3
French/German	3
Media/Drama	2
Business	2
P.E	2
Mini Company	2
Science	2
Music	2
Home Ec/ Technology	2
History	1
Careers	1
Magazine	1

THERE ARE OPTIONS AVAILABLE IN FRENCH/GERMAN AND MEDIA/DRAMA.
HOME ECONOMICS AND TECHNOLOGY SWITCH HALF WAY THROUGH THE YEAR.



Scoil na Tríonóide Naofa

1.4 Transition Year Policy and Application Process

Introduction

Transition Year is a one-year programme offered to students on completion of the Junior Certificate Programme and is an optional programme. Places in Transition Year may be limited (2014/2015 academic year).

Aims

1. To provide a good academic basis for senior cycle
2. To develop aspects of the curriculum which tend not to be catered for elsewhere in the school curriculum
3. To develop teamwork through task orientated projects
4. To develop links between the school and the wider community
5. To encourage the student to become a self-motivated learner.
6. To introduce students to a wide range of cultural and sporting activities
7. To provide an opportunity for students to develop an understanding of how learning occurs with reference to their own learning styles
8. To prepare students to become responsible members of society and prepare them for the world
9. To develop students' academic and technical skills
10. To enable students to make better decisions, be more innovative & responsible
11. To inform students about the world of work

Application and Admissions

Admission Criteria

Consideration will be given to students having:

- a positive behaviour record in school and on all
- school- related activities
- displayed a willingness and capability to follow programmes that allow varying levels of supervision
- an excellent attendance record
- a positive record of cooperation with and respect for their teachers and fellow students
- displayed motivation to achieve their maximum potential
- demonstrated flexibility and adaptability

Programme Fee

There is a Transition Year fee to be paid by all participants which is decided on a yearly basis.

Admission Process

- Application Form by specified closing date. Late applications will not be accepted. (See Appendix 1)
- Interview by 2 coordinators and external interviewer (See Appendix 2)
- Teacher Appraisals (See Appendix 3)
- Offer of Place
- Acceptance (accompanied by €100 initial payment)/ Refusal
- Signing of TY Contract (during induction in September)
- Class groups will be formed by the TY Coordinator and Principal, in consultation with 3rdyr Year Head and teachers if required.

Selection Process

- Each candidate will be interviewed and marks will be awarded on the basis of the interview and the admission criteria (10Q x 10mks = 100 marks)
- Teachers will be invited to evaluate each applicants suitability for TY under a number of headings (4Q x 10mks = 40 marks)
- Attendance will be assessed through the school records (1%- 10% = 1 mark, 11%- 20% = 2 marks etc: up to maximum 10 marks)
- Places in Transition Year will be allocated in the order of rank following the above process

In the event of a successful applicant not accepting a place or withdrawing from the programme before it commences, the place may be offered to the next highest ranked, suitable student. Vacancies that arise two weeks after the commencement of the programme will not be filled.

The final decision on the placement of students in Transition Year rests with the Board of Management.

Behaviour and Discipline

TY students are, of course, subject to the school's Code of Behaviour. Each student must sign a contract when they have been accepted into the Transition Year Programme stating that they will abide by the school rules and any conditions set out regarding attendance, work experience and school outings in line with school policies.

Attendance & Participation

Full attendance is required from all TY students to gain the maximum benefit from the Programme. Participation in activities is not optional. Each teacher monitors attendance *in their subject*, along with the school's central attendance record. These will be considered when grading the final assessment.

Curriculum

The curriculum is designed each year depending on the resources available to the school. It may include:

Core

English, Gaelige, Maths, Religion, Sports and Leisure, French/ German, I.T, Careers

Subject Sampling

Practical Group: Construction/ DCG/ Technology/ Home Economics/ Art

Science Group: Biology/ Physics/ Chemistry/ Ag. Science

Business Group: Business/ Economics/ Accounting

Environmental: History Geography

TY Specific

Road Safety, Log on Learn Programme, Food Safety Course

TY Calendar Layer

Mini Company, Work Experience, Social Awareness, Voluntary work, Charity Work, Shared Reading, Drama, Outdoor Pursuits, Fashion Show, Magazine, Skills Development, Membership of community groups such as Civil Defence/ Tidy Towns, Evening classes to gain new skills

Work Experience

Students have work experience each Friday in their areas of interest. There are 2 placements, the first running from September- December and the second from January to May. Ideally, a different work experience placement is required for each module. Letters, certificates of insurance and performance sheets are sent to each employer to be returned to the school so as to grade each student. Students are also monitored by the co-ordinator. Students must contact the school and their employer in the event of absence.

Team Meetings

Transition Year team meetings are held in conjunction with staff meetings at the principal's discretion. The co-ordinator will seek specific time allotment to discuss T.Y. business. A core team will also be formed yearly.

Student Assessment

(to be finalised before September 2014)

Assessment is an integral part of the teaching and learning progress.

- Transition Year students are encouraged to reflect on their own participation/commitment and performance through discussion and by keeping a Transition Year journal.
- Project work is on-going during the Transition Year Programme and is assessed on a regular basis.
- A progress report will be carried out on each student three times per year and sent home to parents.
- Teachers will also have an opportunity to speak to parents at the annual parent / teacher meeting.
- Formal examinations will take place twice yearly in core subjects.

Programme and Policy Evaluation

The overall Programme is evaluated annually. As part of this, teachers, students and teachers evaluations are sought.

Approval

Approved by the Board of Management on 6th February 2013

Part 2



2.1 (Estimated) TY BUDGET & PLANNER

September-

Killary	€9,825
Gaisce	€430
Mini Company	€120
Art Supplies	€100

October

Judo	€516
------	------

November

Life Saver Project	€120
Shoebox Appeal	€120
Radio	€100

December

Carol Singing	€120
---------------	------

January

Car Safety	€250
------------	------

February

Drama –Macroom	€600
----------------	------

March

Drama – Macroom	€450
Drama- Holycross	€300
Mini Company Adare & Kilkenny	€700

April

Gaisce	€3,000
--------	--------

May

Graduation	€500
------------	------

Optional Extras

First Aid	€2600
-----------	-------

Study Skills	€602
--------------	------

2.2 Trips

Each year TY classes on a bonding trip for a week at the beginning of the year to Killary. These classes also go on a Gaisce trip at the end of the year to Wicklow. All other trips are organised throughout the year by the coordinator in conjunction with teachers depending on funds.

Letters are sent to parents when an overnight trip is involved. School rules must be adhered to on all school trips.

2.3 Assessment Policy

Subject / Module	No. of Assm	Assessments / Assignments	Self-directed Learning	Attendance	Punctuality	Attitude & Co-operation	Comment	Teacher Signature
Maths	3							
Irish	3							
English	3							
French / German	3							
History	3							
Geography	3							
Home Economics/ Technology	3							
Business/ Science	3							
Art	3							
IT	3							
P.E.	3							
Religion	3							
Careers	3							
Drama/Media	3							
Mini-company	3							
Music	3							
Work Experience	2							
Portfolio	2							

Marking Scheme

Marks	Key
10, 9	Excellent
8, 7	Very Good
6, 5	Good
4, 3	Fair
2, 1	Poor
0	No work / Effort

Final Certificate

Mark	Award
100 - 85	Distinction
84 - 70	Merit
69 - 60	Commendation
59 - 0	Participation

Assessment Stages

- October Mid-term
- Late January
- Late April / Early May

Assessment Categories

- Assessment / Assignment: Marks awarded for the quality of completed work
- Self-directed Learning: Completion of work on time, Initiative, Staying on task, Good presentation.
- Attendance: Regular attendance at class sessions
- Punctuality: Punctual attendance at class sessions
- Attitude & Co-operation: Overall attitude to the subject, fellow students and teacher.

2.4 TY Interview Marking

Name: _____

Scoil na Tríonóide Naofa: Transition Year Interview 2015

No	Question	Circle one
1	Why do you want to do TY?	1 2 3 4 5 6 7 8 9 10
2	What do you know about TY?	1 2 3 4 5 6 7 8 9 10
3	How would your hobbies/ Interests benefit the TY class?	1 2 3 4 5 6 7 8 9 10
4	Your strengths and weaknesses	1 2 3 4 5 6 7 8 9 10
5	If you were told you had tomorrow off what would you do?	1 2 3 4 5 6 7 8 9 10
6	If you were to begin organising the Fashion Show or TY magazine tomorrow what is the first thing you would do?	1 2 3 4 5 6 7 8 9 10
7	Outline your discipline record to date in the school	1 2 3 4 5 6 7 8 9 10
8	What would you like to do for your Work Experience placement?	1 2 3 4 5 6 7 8 9 10
9	Application Form presentation	1 2 3 4 5 6 7 8 9 10
10	Self- presentation	1 2 3 4 5 6 7 8 9 10
Signature: Date:		Total Marks:

Scoil na Tríonóide Naofa

Transition Year 2013-2014

Teacher Evaluation

Student: _____

Student: _____ Class: 3

	Circle one
Work Ethic	1 2 3 4 5 6 7 8 9 10
Attendance & Punctuality	1 2 3 4 5 6 7 8 9 10
Behaviour	1 2 3 4 5 6 7 8 9 10
Suitability for TY	1 2 3 4 5 6 7 8 9 10
Comment?	Total Marks:

Reasons for Applying for Transition Year		Understanding of Transition Year		Understanding of Student's Role and Responsibilities within Transition Year		Teachers Reports	
Maximum	20	Maximum	30	Maximum	40	Maximum	50
Limited	0 – 08	Limited	0 – 12	Limited	0 – 15		
Good	09 – 14	Good	13 – 21	Good	16 – 28		
Integrated	15 – 20	Integrated	22 – 30	Integrated	29 – 40		
Score		Score		Score		Score	
Application Form		Attendance Record		Disciplinary Record (Referred)			
Maximum	20	Maximum	20	Maximum	20		
Limited	0 – 08	Poor	0 – 08	Poor	0 – 08		
Good	09 – 14	Good	09 -14	Good	09 – 14		
Integrated	15 – 20	Very Good	15 -20	Very Good	15 – 20		
Score		Score		Score			

Interviewer's Signature: _____

Date: _____

Oliver Ryan

Scoil na Tríonóide Naofa

Transition Year Programme 2015-2016

Application Form

Closing Date: March 18th

Office Only:
Received:

1. Why have you chosen to apply for Transition Year?

2. Rate yourself from 1 to 5 on each of the following, 1 being 'Poor' and 5 being 'Excellent':

- Written homework _____
- Oral Homework _____
- Class Behaviour _____
- Behaviour on school tours/trips _____
- Attitude towards other students _____
- Attitude towards teachers _____
- Appearance of your uniform _____

3. Outline your discipline record to date in school:

4. Leadership is an important part of TY. Describe an event in your life, in or out of school in which you showed leadership skills.

5. How would you describe your attendance in school to date?

6. Have you any skills, qualities or training that would make you a valuable asset to TY?

7. Please outline your interests and hobbies

Student Signature: _____

Parent(s) Signature: _____



15/04/15

Dear Parent/ Guardian,

Following a detailed applications process, _____ is being offered a place in Transition Year for 2015/2016. This year will be an excellent opportunity for your son/ daughter to mature, improve their skills, develop their talents and prepare themselves for the Leaving Certificate and future life. It will be a busy year, with many challenges and opportunities and we expect all students who are accepted to live up to the high expectations we have for them.

In order for planning to commence, please confirm acceptance of the place by completing the section below and returning it along with the €100 initial payment to your school's office no later than Friday 24th April.

We look forward to working closely with you over the coming year and look forward to your support to ensure the success of the programme.

Yours sincerely,

Eilis Casey
Principal
Scoil na Tríonóide Naofa

Oliver Ryan
Programmes Coordinator

-----Detach here-----

TY 2015/2016

I/ we, parent(s) of _____, accept the offer of a place in the Transition Year programme for the 2015/2016 academic year.

Reminder: this form must be accompanied by the €100 initial payment.

Signed: _____ Date: _____

PART 3

3.1 TY Lesson Plans (Subject Folder)

3.2 Evaluation

Evaluation of the course is achieved in a number of ways.

1. Portfolio of students work throughout the year
2. Examinations, formal and informal throughout the year
3. TY Report cards sent to parents three times a year
4. Weekly year head meetings with principal
5. Administration classes for work experience evaluation
6. Teacher meetings where possible to assess TY Programme