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## **Transition Year Policy 2023/24**

Griffen Community College offers the transition year programme to students after completing their Junior Cycle education. It is a compulsory programme for all students.

### **Overall Aims**

The following aims are interrelated and interdependent and should be strongly reflected in every Transition Year Programme (reflected in the Department of Education Guidelines):

1. Education for maturity with the emphasis on personal development including social awareness and increased social competence.
2. The promotion of general, technical and academic skills with an emphasis on interdisciplinary and self-directed learning.
3. Education through experience of adult and working life as a basis for personal development and maturity
4. To promote the personal, social, educational and vocational development of our students and to prepare them to take their place in society as active, responsible and independent young adults.



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## **Curriculum**

The school will decide on what subjects and modules are offered based on the needs of students, staff allocations and teacher expertise. Local community resources and parental expectations will also be considered. The TY programme will offer a broad and balanced curriculum based on the following 4 layers as advised by the DES TY Guidelines:

## **Core Subjects**

Subjects taken for the full year which may include, but are not limited to the following: English, Irish, Maths, Spanish, Careers, SPHE

There will be November and summer assessments in English, Irish, Maths and Spanish.

## **TY Specific Layer**

Subjects and modules specifically designed to meet the unique requirements of a TY programme, which may include but are not limited to the following:

- Outdoor pursuits
- Art
- mini company
- Gaisce
- Young scientist exhibition etc.

## **Calendar Layer**

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

- Work Experience
- Visiting guest speakers
- Outdoor education trip
- Trip Abroad

## **Assessment**

The TY programme in Griffeen Community College embraces the many varieties and modes of assessment recommended by the TY guidelines for schools as outlined by the Department of Education and Science.



Griffeen Community College will adapt a credit system for accreditation. The breakdown for each module etc., will be given to both students and parents at the beginning of the year.

The credit system can include the following:

- Summative assessment
- Written, practical, oral or aural assessment
- Exhibitions of work
- Project work
- Report of work experience
- Compilation of portfolio
- Student diary/ log of personal progress
- Record of skills and competencies gained
- End of year interview

### **Certification**

Griffeen Community College will award a TY Certificate on completion of the TY programme. Modular courses completed during the programme may 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.

Subject	Credits available
English	25
Irish	25
Maths	25
Spanish	25
Work experience	25
Elective Modules	50
Interview	25

Students can earn a maximum of 200 credits throughout the year and will need a minimum of 100 credits to pass the year. The overall results will be graded as follows:



Award	Grade Range
Distinction	80 - 100%
Merit	65 - 79%
Pass	50 - 64%

### **Finance**

TY is a unique experience in that it includes programmes and experiences that are beyond the typical school curriculum. Whilst the school makes every effort to subsidise the costs and to keep student charges to a minimum, there is a need to request a charge from parents. For 2023/24 this charge is fixed at €450, This fee can be paid in 3 instalments as follows:

Instalment one: €200

Instalment Two: €125

Instalment Three: €125

Priority to attend the international trip will be given to those have all 3 instalments paid.

**(NOTE: The TY fee does not cover foreign or overnight trips).**

It is imperative that all fees are paid for students participating in the TY programme so that the school can meet the necessary running costs associated with all the various activities and courses offered to students. Budgeting for TY is complex and should a substantial number of parents not pay the charge, the scope of the programme will be affected. By definition, this would mean either cancelling the activities which have already been planned or booked or running the activities only for those who have paid. Whilst neither option is desirable for a school, we shall operate on the basis of the latter, so as to protect the integrity of the programme and to be fair to those who have paid for the additional costs. This will mean that students, who parents/guardians have not made an alternative arrangement regarding the fees, will not be able to participate in activities for which there is a 'true cost'.

### **Leap Card:**

Every TY student is asked to have their own Leap Card which should be sufficiently topped up. Students may be required to use public transport from time to time to attend events and work experience.



## **School Trip**

**The cost of the foreign trip is not included in the Transition Year fee.** The cost varies from year to year. School trips are organised in accordance with the School Trips Policy. Should students decide that they do not wish to take part in the school trip, they must participate in an activity agreed with the TY coordinator (such as extra work or community experience, or a certified course, etc). Students will be expected to follow school rules when on school trips and wear the required uniform unless stated otherwise in advance. Students will have signed the AUP in advance of entry into Griffeen Community College. The AUP includes permission for the taking of photos of the student on school trips.

## **Work experience**

Work experience plays an integral part in any TY programme. Students will be on work experience one day a week for the duration of the year. For the academic year 2023/24 students will be on work experience every Thursday.

While students are on work experience, they are expected to always adhere to the schools Code of Behaviour.

Work experience is a wonderful opportunity for students to get a taste of different careers and to engage with more community or charity work. Students will be assisted with work experience preparation in their career guidance class; however it is up to students themselves (supported by their parent or guardian) to find and secure a placement prior to the commencement of the school year. Students will have a teacher for support who will become their mentor, will check-in with them before placement, will make a visit or call during their placement and will check in at regular intervals throughout the year.

If students wish to undertake extra placements on certain weeks throughout the school year for example, the army etc., they will be required to ask for permission from the TY Coordinator and Career Guidance teacher two weeks in advance of accepting such positions.

## **Evaluation**

The programme will be regularly reviewed internally by the coordinator and school management, as well as the student and parent council.



**Appendix 1**  
**School Trip Permission Slip**



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Dear Parent/Guardian,

Transition year students will undertake a number of trips throughout the school year to various destinations. Parents and Guardians will receive a monthly newsletter from the TY coordinator informing them of trips that are happening during that month, with all relevant information included.

Some trips will require the use of public transport, or for teachers to meet students at the destination. Organising trips in this way is an important aspect of the TY programme as it encourages these students to learn and develop social and life skills.

Full school uniform or tracksuit for certain trips will be required unless stated otherwise in advance. **Students who do not wear the correct uniform will not be permitted to go on the trip.**

Students may be permitted to make their own way home after certain trips.

Please sign the permission slip below indicating if you will/will not give your son/daughter permission to take part in these trips.

**I give permission to go on the TY trips and excursions. I also permit them to make their own way home in certain instances.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# International Trip Expression of Interest form



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Dear Parent/Guardian,

Considering the inherent complexities involved in organizing international trips and the considerable responsibility that our staff assumes during such excursions, Griffeen Community College have determined that the minimum requirements for eligibility are:

- *a praiseworthy behaviour record that conforms to the school's code of conduct;*
- *a proven track record of following teacher directives;*
- *a remarkable attendance and punctuality history;*
- *a demonstrated commitment to positive class participation;*
- *and active engagement in class activities.*
- *We emphasize that maintaining open and regular channels of communication between the school and parents is of paramount importance, as it facilitates students' progress and overall development.*

## **Other areas to consider:**

- Is your child's passport in date (with at least 6 months to expiry)?
- Have you made the first and second payment towards the TY FEE? Total to date is €325 (this is made up of instalment 1 and 2). The overall TY fee for 2023/24 is €450.
- The company may change minor itinerary items. This is totally out of the schools control. This may include dates, times, eating venues, activities (to name but a few)
- Parents will be paying the company directly.
- Students will need to bring spending money on the trip. This is the responsibility of the parent/guardian
- Griffeen will not accept responsibility for the loss, theft or damage of personal items
- While students are on any trip, including this trip, the schools Code of Behaviour applies at all times.

After duly considering the aforementioned points, we kindly request that parents exercise



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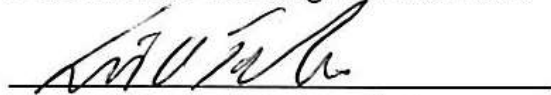


due diligence and carefully contemplate whether their child should apply to join the international trip.

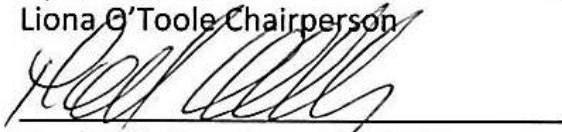
**Please Scan this QR code to Complete the required documentation.**



Date of BOM Meeting: 1<sup>st</sup> June 2023



Liona O'Toole Chairperson



Noel Kelly Secretary to BOM

