



*Learn with pride and progress with confidence*  
**Transition Year Policy 2024 – 2025**



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### Transition Year Policy 2024/25

Griffeen Community College offers the transition year programme to students after completing their Junior Cycle education. It is an optional programme for all students. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management. The maximum number of places available for the year 2024/25 will be 48. Should the number of applications exceed this number an interview and a random lottery will take place (See Appendix 1 for process details).

The following should be considered by Parents/Guardians before applying to the programme for their child:

Does your child have:

- *A positive behaviour record that conforms to the school's Code of Behaviour*
- *A proven track record for following teacher instructions*
- *A proven attendance and punctuality history*
- *A demonstrated commitment to positive class participation*
- *A demonstrated willingness to engage 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.*

Finally, please note:



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***We emphasise that maintaining open and regular channels of communication between the parent/guardian and the school is of paramount importance as it facilitates students' progress and overall development. Therefore, parents/guardians must be contactable at all times, and they must ensure that they keep their contact details upto date with the school.***



## Overall Aims

The following aims are interrelated and interdependent and should be strongly reflected in every Transition Year Programme (as per 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.



## 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
- Active Sport and Leisure
- Art
- Mini Company
- Gaisce
- Young scientist exhibition
- Scifest
- Coaching
- Young Social Innovators
- Jigsaw Peer Education

### 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 will include the following subject to the requirements of the programme as designed by the Subject Teacher:

- 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

***Attendance will form part of the credit allocation for each individual subject, therefore full attendance is expected.***



## 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 and 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
Total	200

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 2024/25 this charge is fixed at €500. This fee can be paid in 3 instalments as follows. Dates to be confirmed on a yearly basis:

Instalment one: €200

Instalment Two: €150

Instalment Three: €150

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 essential that all fees are paid in full in order to participate in the TY programme. Failure to pay fees, will impact on the school's ability to meet the necessary running costs associated with the various activities and courses that are offered to students. Budgeting for the TY programme is complex, therefore if a substantial number of individuals do not pay the full fee, the scope of the programme offered will be greatly affected. Non-payment of fees may result in the cancellation of planned activities or alternatively, running activities only for those students that have paid fees. Whilst neither option is desirable, we shall aim to operate on the basis of the latter option so as to protect the integrity of the programme and to be fair to those who have paid for the additional costs. Parents/guardians who have not made an alternative arrangement with the school regarding payment of fees, will not be able to participate in any of the activities for which there is a 'true cost'. True cost refers to the cost that the programme extends to, prior to subsidisation by the school.

**\*\*\*\*If families are facing difficulties with finances for the programme, Parents/Guardians are requested to communicate this at the earliest opportunity to the school.\*\*\*\***

## Travel

### Leap Card:

Students may be required to use public transport from time to time to attend events, or when travelling to their work experience. Taking public transport reduces the overall cost of the TY programme and is aimed at developing personal responsibility and independence of the student throughout the year. TY students are frequently asked to travel independently without a supervising adult and therefore to meet members of staff and the group at a specified location. Parents and students will be informed in advance when trips will be using public transport. As there is a significant emphasis on using this form of transport, every TY student is expected to have a Leap Card for personal use.

NOTE: The students Leap Card must be topped up with sufficient funds for all trips.

## School Trips

- School trips are organised in accordance with the School Trips Policy.
- Students are expected to follow the schools Code of Behaviour when on school trips.



- As students will have signed the AUP in advance of entry into Griffeen Community College, the permission for inclusion in photos while on school trips has been authorised.
- On regular organised trips, students are not permitted to attend unless they are present at the start of the academic day.
- If a pattern of poor attendance develops, a student's place on the **Foreign Trip** will be considered to be in jeopardy.
- Students must wear the required uniform unless otherwise stated on the permission slip.
- Students who do not wear the correct school uniform including the school jacket and correct footwear will not be allowed to attend school trips. The wearing of the school uniform on trips is necessary as it is used to identify students in public settings as well as for health and safety purposes.
- A link for trip permission forms will be provided through the VShare App and school website. This link to the permission form will be communicated with parents/guardians in the week prior to the trip taking place. **Any student who does not have the permission form completed 24 hours in advance will not be permitted to go on the trip.**
- Any student who receives a referral for poor behaviour will not be permitted to attend the following school trip. This decision will be made with the student, the relevant Year Head, TY coordinator and the School Principal.
- If a student's behaviour is not acceptable prior, during or after a school trip, all stages of the ladder of referral will be followed and the students' place on the TY programme will be reconsidered.
- Parents/Guardians may be asked to collect their child from a trip if the student is failing to follow the Code of Behaviour. In such cases, any costs involved will be paid by the parent/guardian.

**Foreign Trip \*The cost of the foreign trip is not included in the Transition Year fee.**

- The cost of the foreign trip varies from year to year.
- Should students decide that they do not wish to take part in the foreign trip, they must participate in an alternative activity which has been agreed with the TY coordinator in advance. Alternative activities may include but are not limited to, extra work or community experience, a certified course etc.



**\*Please note no refund of fees will be given should a student be asked to leave the programme.\***

### Foreign Trip

The following must be considered *before signing up* for the TY Foreign Trip:

- In order to secure a place on the TY Trip, the first and second instalment for the Transition Year Programme must have been paid. The Transition Year Fee for the academic year 2024/25 is €500.
- Your child's passport must be in date with at least 6 months to expiry.
- Parents will be paying the company directly and therefore any contract entered into is a matter for the Parent/Guardian and the tour company, not the school.
- The company may change minor itinerary items. This is totally out of the school's control. This may include dates, times, eating venues, activities etc. Any loss incurred will be a matter for the Parent/Guardian and the company to resolve.
- Students will need to bring spending money on the trip. This is the responsibility of the parent/guardian.
- Griffeen CC will not accept responsibility for the loss, theft or damage of personal items.
- While students are on any trip, including the International Trip, the schools Code of Behaviour will apply.
- If a student is not following the schools Code of Behaviour while on the International Trip, their parent/guardian may be asked to travel to the foreign country to accompany their child back to Ireland. This will be at the expense of the parent/guardian.
- Students may lose their place on the International Trip following serious breach of the schools Code of Behaviour during the course of Transition Year.

### 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 2024/25 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.
- To create contacts in the field of work, it is encouraged that students find work experience outside the family structure. This will enable students to gain a true reflection on the world of work and students benefit greatly from developing their communication skills as a result.

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.

For health and safety reasons, under the exceptional circumstances when a student is sick or absent for any other reason on days when they are expected to be on work experience, they must contact both the employer and school as soon as possible.

If students wish to undertake extra placements on certain weeks throughout the school year for example, a short-term work placement with the army or Gardai, 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 the school Leadership Team, as well as the students, parent council and all other stakeholders.



## Appendix 1

### Griffeen Community College Application Details and Process

The Transition Year Programme is not compulsory in Griffeen Community College (GCC).

The maximum number of available places in any given year, will be dependent upon staffing, facilities and resources. The final number of places will be determined annually by the Board of Management.

For the academic year 2024 - 2025, the maximum number of places available will be 48. This will allow for two class groups, each group consisting of a maximum of 24 students.

An information evening will be held for all parents of Third Year in relation to their Senior Cycle Options. This information evening will outline the three options from which students can choose for the remainder of their secondary education:

**Option One:** Transition Year (TY)

**Option Two:** Leaving Certificate Vocational Programme (LCVP)

**Option Three:** Leaving Certificate Applied Programme (LCA)

Application Forms for TY will be available following the information evening. These forms must be returned to the Programme Coordinator on the date stated on the Application Form. Late applications will not be accepted in line with the closing date.

Students applying for places in Transition Year will be eligible in accordance with the following order of priority:

- *Current students of 3rd Year in Griffeen Community College who satisfactorily meet the requirements of the application and interview criteria as laid out in this policy*
- *Current students of Griffeen Community College on the waiting list for Transition Year who satisfactorily met the requirements of the application and interview criteria as laid out in this policy*
- *Students applying from outside the school for a TY place in Griffeen Community College, must in the first instance apply for a place in 5<sup>th</sup> year in GCC, before they can apply to, or be accepted on, the GCC TY Programme.*

### *The Application Process*

The application process has three stages:

#### **Stage One:**

- Students apply for a place on a formal application form which must be witnessed by their parent(s)/guardian(s).



- The formal application form will require that the student and their parents/guardian carry out some research into the Transition Year Programme. This will enable them to provide clear reasons as to why they are applying for a place.
- The completed application form outlines the commitment that the student will give if they are offered and decide to accept a place.

### **Stage Two:**

#### Review of the application Form

- Each applicant's maturity and record in relation to attendance, punctuality & behaviour will be reviewed together with their participation in the life of the College over the last three years.
- Each application will be considered in terms of the student's suitability to the programme.

### **Stage Three:**

#### Interview:

- Following review of the application form, those students that meet the criteria will be invited to interview.
- A random selection draw will only take place if the number of applicants successful at interview is greater than 48.
- If the programme is oversubscribed only those who have been successful at interview will be entered into a random selection draw.
- Students who are not awarded a place following the random selection draw will be placed on a waiting list (see above).



### Closing Date for Applications XXX

Students Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Class Name: \_\_\_\_\_ Tutor: \_\_\_\_\_

1. Can you comment on your punctuality, attendance and behaviour. Rank on a scale from 1-10 what best describes your:

#### Punctuality

1-2 Poor	3-4 Fair	5-6 Good	7-8 Very good	9-10 Excellent

#### Attendance

1-2 Poor	3-4 Fair	5-6 Good	7-8 Very good	9-10 Excellent

#### Behaviour

1-2 Poor	3-4 Fair	5-6 Good	7-8 Very good	9-10 Excellent

**2. Did you complete all your CBA assignments on time to the best of your ability?**

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**3. Please state clearly, 3 reasons why you should be considered for a place on the Transition Year Programme.**

**Reason 1**

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**Reason 2**

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**Reason 3**

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**4. Do you have a positive behaviour record in line with the schools Code of Behaviour?**

**Please Circle your answer:**

**Yes No**

**5. Do you demonstrate active engagement in lessons?**

**Yes No**

**6. Do you follow teacher instructions all the time?**

**Yes No**

**7. Do you agree to wear full school uniform including school jacket and correct school shoes apart from designated PE days?**

**Yes No**

**8. Please state clearly, the one thing that you hope to achieve from your involvement in the Transition Year Programme.**

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**9. What module would you like to see as part of the Transition Year programme and why?**



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**Student Name (Print):** \_\_\_\_\_

**Students Signature:** \_\_\_\_\_

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

**Parents/Guardian Name (Print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

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



## Appendix 3

### Letter to Successful Applicant

Dear Parent/Guardian,

Your child \_\_\_\_\_ recently applied for the Transition Year Programme for the academic year 2024/2025.

The application form was followed up with an interview which took place last week with our Transition Year Team.

I am delighted to inform you that \_\_\_\_\_ was successful in this process and will be offered a place in Transition Year next year.

We will notify you of a staggered payment system for TY in the coming weeks. A link will be sent to you to make this payment via MIT. If you have difficulty with accessing this link, please contact the main office in the school.

Payment of TY fees need to be completed by \_\_\_\_\_. ***Failure to complete the payment may result in withdrawal of your child's TY place.***

International trips are paid directly to the organising travel company. The first instalment of the International Trip payment will begin on \_\_\_\_\_.

***NOTE: Only after the first and second payment of the TY fee have been made will a code for the International Trip payment be released.***

Please complete and return the slip at the bottom to secure your place before \_\_\_\_\_. Note that behaviour issues in the coming months may jeopardise your child's placement offer.

Many thanks for supporting our programme. We look forward to an exciting year ahead.

Kind regards,

\_\_\_\_\_

Mr. N. Kelly

**Please return the Slip Below:**

I \_\_\_\_\_ accept/do not accept my place in the T.Y. Programme 2024/2025

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

(Student)

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

(Parent/Guardian)



## Appendix 4

### Letter to Unsuccessful Applicant

Date:

Dear Parent/Guardian,

Your child \_\_\_\_\_ recently applied for the Transition Year Programme for 2024/25.

The application form was followed up with an initial screening process or/and an interview which took place last week with the TY interview panel.

Unfortunately, \_\_\_\_\_ was not successful in their application and we wish them success in their Leaving Certificate/LCA Programme of choice.

Your child has placed on a waiting list. We will inform you if anything changes in this regard and a place subsequently becomes available.

Or

Your child has not been placed on the waiting list.

Kind regards,

\_\_\_\_\_

Mr N. Kelly

Principal GCC



## Appendix 5

### International Trip

#### Expression of Interest form



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Dear Parent or Guardian,

Considering the complexities involved in organising international trips and the considerable responsibility that our staff assumes during such trips, Griffeen Community College hereby outline the following expectations that must be satisfied by students wishing to participate in these trips, as per our Trips Policy. Following consultation with all stakeholders, we have determined that the minimum requirements for eligibility are:

- *A positive behaviour record that conforms to the school's Code of Behaviour*
- *A proven track record for following teacher instructions*
- *A proven attendance and punctuality history*
- *A demonstrated commitment to positive class participation*
- *A demonstrated willingness to engage in class activities*
- *We emphasise 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:**

- In order to secure a place on the TY Trip, the first and second instalment for the Transition Year Programme must have been paid. The Transition Year Fee for the academic year 2024/25 is €500.
- Your child's passport must be in date with at least 6 months to expiry.
- Parents will be paying the company directly and therefore any contract entered into is a matter for the Parent/Guardian and the tour company, not the school.
- The company may change minor itinerary items. This is totally out of the school's control. This may include dates, times, eating venues, activities etc. Any loss incurred will be a matter for the Parent/Guardian and the company to resolve.
- Students will need to bring spending money on the trip. This is the responsibility of the parent/guardian.
- Griffeen CC will not accept responsibility for the loss, theft or damage of personal items.



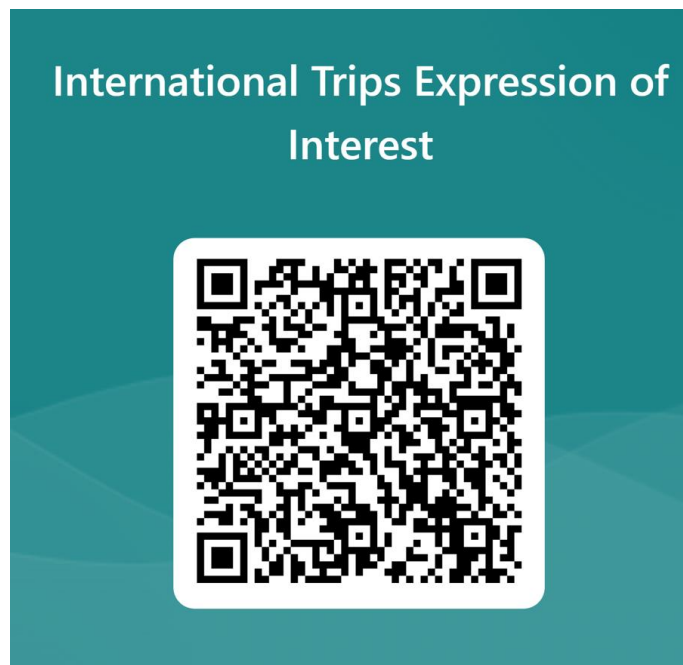
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- While students are on any trip, including the International Trip, the schools Code of Behaviour will apply.
- If a student is not following the schools Code of Behaviour while on the International Trip, their parent/guardian may be asked to travel to the foreign country to accompany their child back to Ireland. This will be at the expense of the parent/guardian.
- Students may lose their place on the International Trip following serious breach of the schools Code of Behaviour during the course of Transition Year.

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



Policy Review at BOM level:

Chairperson: [Signature] Date: 8/2/24  
Secretary: [Signature] Date: 8/2/24

