

# **St Joseph's College, Garbally**

## **Transition Year Policy**

### **Background to Transition Year**

Transition Year (TY) is an optional programme followed by St. Joseph's College students upon completion of their Junior Certificate. It offers students the opportunity to renew and consolidate the work done in Junior Cycle, explore new areas and methods of study, explore career related learning experiences, deepen their understanding of social action, and make a more mature and informed choice regarding their future development and learning at Senior Cycle level.

### **Aims of the TY programme:**

- Education for maturity with the emphasis on personal development.
- Promotion of general, technical, and academic skills.
- Education through experience of TY workshops.
- Education through experience of adult and working life.

TY is not compulsory in St Joseph's College. Interested students should apply using the procedure outlined below. For acceptance onto the TY Programme, the school must believe the student will benefit from participation in TY, and, equally, that their participation will not prevent any other student from benefitting from participation.

Any decision in this regard will be taken by the TY Admissions Committee, following consultation with the student's teachers, parents and with the student as well.

### **Student Selection**

Students are selected for the TY programme based on their suitability for the programme. The selection process involves:

## **Application Procedures**

Information regarding TY will be made available for prospective students during the annual school open day. Early in the Third year, the Programme Co-ordinator will visit all Third-year classes. The Programme Coordinator will make it clear to all prospective applicants, that knowledge of, research into, and preparation for TY, as evidenced in the application process, will be critical factors in gaining entry to the programme. Attendance, application, and attitude to work and behaviour will be important factors.

During the Second Term, the Programme Co-ordinator will give a formal presentation to prospective students and their parents/guardians interested in applying for a place on the TY programme.

Students apply for a place via a formal application form, witnessed by their parent(s)/guardian(s). A Personal Statement must accompany each application. This Personal Statement will outline some research into the TY Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.

The closing date for applications is outlined at the TY information evening, and late applications may not be considered.

Applications will only be considered valid if they are fully completed and submitted through the correct channels.

## **The TY Admissions Committee**

- The TY Admissions Committee will consist of the Principal, Deputy Principal, Programme Coordinator, the Year Head of Third Year and a member of Pastoral Care or a nominee of the Principal to replace one of the above who may be unavailable.
- The Programme Coordinator will convene interview panels consisting of at least two members of the Admissions Committee and/or teachers

knowledgeable with the requirements and commitments of the TY Programme in St. Joseph's College.

- The Committee will be responsible for assessing applications and offering places.
- The Committee will reserve the right to interview the students in relation to their applications and their suitability for participation.
- The Committee will reserve the right to interview the parents of students in relation to their applications and their suitability for participation.

Members of the teaching staff will be advised of the list of applicants and will be invited to offer professional advice and judgement in writing to the T.Y Admissions Committee within a time schedule specified by the Programme Coordinator

### **Criteria for Admission**

Each application will be considered on its own merit. Entrance to TY is by application and subsequent interview. It is important to know that **not all** students will be accepted. Suitable applicants are successful based on meeting the school's criteria. All interviews are recorded in note form by members of the Admissions Committee in attendance at the interview.

Students wishing to participate in the TY Programmes must have a proven track record and satisfy the following criteria.

- The record of the individual student regarding homework and study.
- The record of the individual student regarding attendance and punctuality.
- The record of the individual student regarding compliance with the school's behaviour policies.
- The student's age and/or pastoral needs as communicated by the Year Head or a member of the Pastoral Care team.
- The contribution that the individual can make to the TY Programme.

- The student's ability to self-motivate and self-regulate, showing respect towards teachers, management, ancillary staff, and visitors.
- The student's ability to take responsibility for their own actions
- The student's ability to cooperate in a work experience environment and follow instruction, taking correction where necessary.

Application forms for TY will be made available at the information evening concerning the TY Programme. Completed forms must be returned to the Programme Coordinator on or before the specified deadline. Incomplete forms will be returned to the applicant. Forms which are submitted after the specified deadline may not be considered until all other applications have been processed. The number of students admitted into TY will be determined, each year, by the Principal and the Board of Management, considering the number of applications and the teaching resources available. This is subject to the maximum number of students who can be accommodated in any year. Students should have the Junior Certificate Cycle or equivalent completed.

### **Offer and Acceptance of Places**

Places will be offered in writing via their school email account.

Unsuccessful applicants will also be informed in writing, along with information regarding the appeals process.

Students accepting a place must formally accept the place in writing, accompanying this letter of acceptance with €100 as an initial commitment to the payment of the total TY Fee.

Failure to return a formal letter of acceptance may result in forfeiture of the place. Where the TY Levy represents a significant financial burden for a family, parents are invited to discuss the matter, in confidence, with the Principal. The school will be happy to facilitate phased payment plans where necessary.

At this stage, the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the academic year. They will be expected to present definite proposals in writing in relation to these placements.

## **External Applicants**

Any application to transfer to St. Joseph's College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. Should places be available, applications from external candidates will be considered by the TY Admissions Committee only after the `Offer and Acceptance of Places` process for internal candidates has been completed.

## **Appeals**

- In the case of an appeal student who is not offered a place by the TY Admissions Committee, an appeal may be made in writing to the Principal, within ten school days of receipt of refusal onto the Programme.
- In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within ten school days of the date on which the Principal's decision is issued. The appeal will be heard by the Board of Management at their next scheduled meeting.

## **Removal from the TY Programme**

### **Note 1**

Management reserves the right to refuse a student permission to partake in certain events during TY e.g., day trips, tours abroad if a student has a poor track record in terms of behaviour or co-operation with the school and any of its personnel, its mission, ethos, Code of Behaviour, and any of the other school policies.

### **Note 2**

Management reserves the right to remove a student from the TY Programme midstream and may or may not offer a place to that student in 5<sup>th</sup> Year if a student fails to cooperate with personnel and or fails to participate fully in the TY Programme

## **Curriculum**

The following range of subjects are available in the TY Programme in St. Joseph's College, these are subject to change depending on curriculum and staffing needs. Core subjects are offered as well as taster sessions in Senior Cycle Subjects available in the school.

- English, Mathematics, Irish, Modern Language, Career Guidance
- Engineering, Construction Studies, DCG
- Geography, History, Religious Education
- Business, Accounting, Economics
- Computer Studies, Home Economics, Art
- Chemistry, Physics, Agricultural Science, Biology
- Co-educational Experience (Subject to evaluation and collaboration with Ard Scoil Mhuire)

## **Work Experience**

These dates are communicated to TY students on Induction Day. It is the responsibility of each individual student to acquire work experience. It is suggested that students apply for work experience in writing with a CV and covering letter. Prior to this students will be furnished with the School's Insurance Form. Students must inform the school of their placement details, as the school will contact employers individually to assess the placement. Work experience is normally timetabled on Wednesdays during the school year with one Block Week of work experience before the Christmas holidays, this date is subject to change according to the school calendar

## **Assessment**

TY assessment in Garbally College is a blend of academic summative assessment and continuous assessment during the three semesters.

A school report will be generated and sent home each semester. These semesters run on an exam cycle of November, February and May assessments.

The core subjects, Maths, English, Irish and Languages will be formally assessed, and percentages awarded over the Tri-Semester exam blocks.

The remaining subjects will be graded through continuous assessment, project submission and oral presentation. Grade Descriptor will be applied for all other subjects and groupings in TY. The Grade Descriptors are.

Distinction for 80% +

Merit for band 60% to 79%

Pass for band 51% to 59%

Partially Achieved < 50%

TY certification will be based on these same descriptors. TY students will be formally certified based on Distinctions, Merit, Pass and Partially Achieved at the TY Graduation at the end of May.

## **Inclusion**

As part of Garbally's process of addressing and responding to the diversity of needs of learners, we ensure students from our special class are included meaningfully in aspects of Transition Year. Students from our Special Class have access to activities that they can partake in according to their ability and interests.

## **Sample Interview Questions for TY Applicants**

- Why would you like to do TY?
- Do you know anyone who has done TY in our school or another school? What have they said about it?
- What do you hope to get out of TY?
- What can you offer the TY class?
- Why should we offer you a place in TY next year?
- What activities/programmes that are available in TY excite you the most?
- How has your behaviour been in the past?
- What has your attendance been like?
- Have you ever been late for school?
- What do you think your teachers would say about you if they were asked to comment on your work/attitude/motivation/behaviour?
- What is your attitude to work like?
- How do you motivate yourself?
- What type of hobbies/interests do you have outside of school?
- Do you prefer working on your own or in a group?
- How do you think you would react if you were in a TY class without your friends?
- Do you have any careers that you would like to explore on your two blocks of work placement?
- What are your strongest and weakest subjects?
- What subjects do you hope to take for your Leaving Certificate?
- What options do you look forward to sampling next year?
- Do you have any questions that you would like to ask us?

Ratified by the Board of Management on 16<sup>th</sup> February 2022.

Fr. Colm Allman \_\_\_\_\_ Date:  
Chairperson.

Mr. Paul Walsh \_\_\_\_\_ Date:  
Principal.

