**Edmund Rice Secondary School, Carrick-on-Suir, Co Tipperary.**

**Transition Year Policy**

At Edmund Rice Secondary School, Carrick-on-Suir, we are firmly committed to enhancing the wellbeing of all students. Our focus on wellbeing encourages students to build life skills and develop a strong sense of belonging in our school community and indeed the wider community. We aim to ensure that every student feels connected. This is reflected in the ERST Charter and policy below.

**Policy Statement**

Edmund Rice Secondary School offers Transition Year as a one-year programme. The Transition Year programme is an opportunity to explore new and different ways of learning, to expand the learning environment beyond the school walls into the wider community and the world of work, and to lay a secure foundation for more mature decision-making regarding the Leaving Certificate and all that follows. The school strives to achieve the mission of Transition Year which is:

‘To promote the personal, social, educational and vocational development of the students and to prepare them for their role as autonomous, participative and responsible members of society’

The number of students that can be accommodated in Transition Year will be decided by the school management and the Programme Co-ordinator.

**Aims of Transition year:**

* To give students space and time to learn and develop the skills necessary to become self-directed learners.
* To enable students to take responsibility for their own learning
* To help develop student’s holistic education including personal responsibility and decision making.
* To improve students’ study and research skills.
* To offer a range of opportunities to broaden their experiences.
* To create social awareness and encourage community involvement.
* To promote leadership qualities and opportunities.
* To promote students’ self-confidence and build resilience.
* To inform students of subject choices for Leaving Cert.

**Programme content**

N.B. The below list is not exhaustive. Subjects may vary and are determined by the availability of teachers and other resources. Current subjects are English, Irish, Maths, Geography, History, French/ German, Physical Education, Business Studies, Science, Art, Home Economics, Computers, Well Being, Computers, Careers, Politics, and Religious Education.

Current Subject sampling includes Construction, Music, Public speaking, Media Studies, First Aid, Accounting and Economics. Students are expected to participate in all subjects including languages to the best of their ability irrespective of whether they have studied those subjects previously.

**Other Transition Year Activities may include:**

* Work experience
* Mini Company
* Gaisce President's Awards
* School Bank Project
* Workshops in/out of school
* Drugs awareness Talks
* Art workshops
* International Trip
* Health and fitness workshops
* Law Day workshop
* Irish Angus Beef Competition
* Rotary Ireland
* European Youth Parliament
* Manual Handling Course
* Safe pass course
* Model United Nations

The welfare, well-being and safety of the student group is a priority as regards outings and trips. The school may withdraw permission for students to participate on a tour/outing/activity if the student’s presence has the potential to affect the learning, safety, or wellbeing of other students.

* An information session on the Transition Year programme will be provided by the Transition Year Coordinator for all third-year students. This will be given during school time. The qualities and disposition essential for successful participation in Transition Year will be outlined fully to students at this presentation.
* An information evening will be held for parents/guardians of Third Year students interested in applying for a place on the programme.
* Application forms will be available from the school office. The closing date will be stated on the Application Form. Copies of the school Transition Year policy which includes information about the admission policy to Transition Year are also available upon request from the Transition Year Coordinator or on the school website.
* All students wishing to apply for a place in Transition Year must submit a fully completed application form signed by parent/guardian. Forms should be submitted to the Transition Year Coordinator on or before the deadline date for submission. It is the responsibility of each student and their parents/guardians to ensure that the application form is submitted in full and on time.
* There is no guarantee there will be a place available in the Transition Year Programme for late applications.
* Priority will be given to students who have completed their Junior Cycle Programme in Edmund Rice Secondary School Carrick-on-Suir
* Applications from students wishing to transfer from other second-level schools will be processed in accordance with the Transfer Policy.
* The Transition Year Coordinator, relevant Year Heads and Deputy Principal/Principal will review the applications.

**Selection Criteria**

The following factors will be considered when allocating places in Transition Year:

* Student interview
* Completed application form
* Feedback/ professional advice on student suitability by class teachers, tutors, year heads.
* Applicant’s general motivation and commitment to curricular and extracurricular activities to date within the school
* Behaviour record / VS Ware
* Attendance/punctuality / VS Ware
* Student and Parent/ Guardian willingness to sign contract of learning/Behaviour

Any student who does not meet the necessary criteria will not be offered a place on the programme.

If the number of successful candidates exceeds the number of places available in T.Y. 2022 /2023 a lottery will take place

**Offer & Acceptance of a Place in Transition Year**

* Successful applicants will be notified by the School Principal.
* Offer of a place is conditional on successful applicants returning their acceptance forms and payment of the Transition Year Programme costs by the date specified. Acceptance forms must be signed by the Parent/ Guardian.
* A Contract of Learning/Behaviour must also be signed by the applicant and the Parent/ Guardian and returned to the Transition Year Coordinator along with their acceptance form.
* A student who accepts a place in Transition Year and subsequently withdraws from the programme is advised that his application for subject options in fifth year will be placed after the students who have applied first.
* Students whose applications to Transition Year were not successful can meet with the Guidance Counsellor to discuss subject options.

**TY Costs**

The total cost of the TY Programme is €500. This covers insurance, photocopying, journals, books, lockers (where applicable) Gaisce, Buses, and most activities. Students may be asked to cover the cost of some additional trips/ activities throughout the year, but this will be kept to a minimum. Students will pay an initial fee of €100 when applying for their place on the programme. The balance will be paid before the start of the school year.

**Class Groups**

Students will be assigned to a class group at the beginning of Transition Year. Students are required to stay in their assigned class group for the year.

**Homework**

Homework in Transition Year may involve some of the following:

* Projects- individual and group
* Research
* Essays
* Reports

This list is not exhaustive

**Volunteering Trips**

The school is not in a position to support individual students in charity/ volunteer trips. Accordingly, we request that any such trips undertaken by students be scheduled during holiday periods to minimise disruption to teaching and learning.

**Assessment in Transition Year**

‘Assessment should be an integral part of the learning process in Transition Year, not separate from it’. (D.E.S. Guidelines)

Students in Transition Year may be assessed using a variety of methods, both formal and informal:

* Christmas and Summer examinations
* Oral/aural assessment
* Project work
* Self-assessment
* Peer-assessment
* Presentation
* Written/practical class tests
* Portfolio assessment

This list is not exhaustive.

**Certification**

Students in Transition Year receive the following certification on completion of the programme:

* School certificates awarding excellence in academic and non-academic areas
* End of Year Graduation Ceremony

**Discipline**

It is important for the quality of the educational experiences offered to students in Transition Year that each student adheres to the terms of the Contract of Learning signed on acceptance of place in Transition Year.

School Management may remove a student from the Transition Year programme if prior to and/or during the commencement of Transition Year, the student commits any serious breach of the schools’ code of behaviour. Further breaches of school rules will be dealt with under the schools’ code of behaviour.

**Appeals Procedure**

Parents/ Guardians of a student who is refused a place in Transition Year have the right of appeal. Appeals taken must outline in detail and in writing the grounds under which the appeal is being made. This must be done within 5 school days of refusal of a place and addressed to The Secretary, Board of Management, Edmund Rice Secondary School, Carrick-on-Suir, Co Tipperary.