

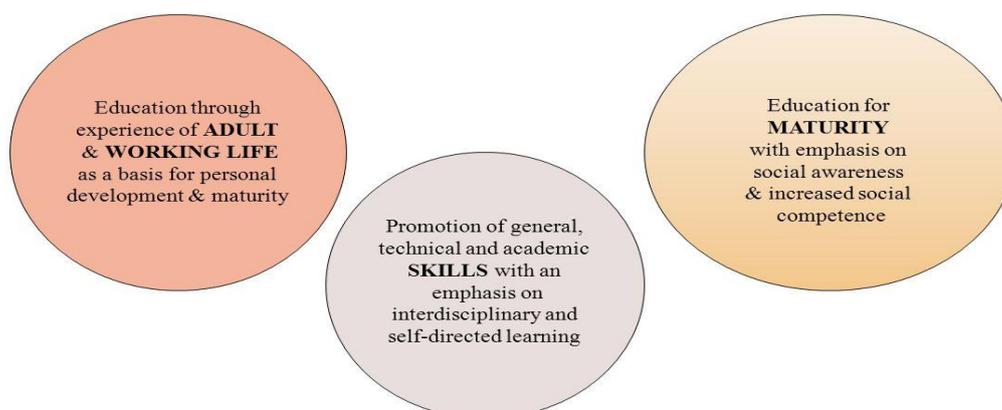


Holy Family Secondary School Transition Year Programme

Transition Year is a 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.

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.

TRANSITION YEAR AIMS



Introduction to Transition Year at HFSS

The Department of Education Transition Year Programme Guidelines (1995) assert the mission of TY to be to 'promote the personal, social, educational and vocational development of pupils and to prepare them for their role as autonomous, participative, and responsible members of society.' This governing aim resonates closely with the ethos of HFSS. Our Transition Year Programme offers students a variety of subjects and educational experiences designed to help our students to make the transition from the highly structured environment of the Junior Cycle to one where they will take greater responsibility for their own learning and decision making at Senior Cycle, and beyond.

Programme Design

Transition Year is a one year programme. It is designed based on four layers;

1. Core layer Core subjects are studied all year and are JC and LC subjects. English, Irish, Maths, Modern Foreign Language (only one MFL language is studied at TY) PE, RE, SPHE and other Wellbeing modules, Career Guidance

2. Subject sampling These are optional subjects which will be on offer at LC and are tailored for TY. History & Law, Geography & Environmental Studies, Business subjects & Mini Company, Art & Crafts, Music & Performance, Healthy Living & Culinary Skills, Science & Agricultural Science, Politics & Society, PE for Leaving Certificate sampler.

3. TY specific These subjects are specific to TY. Subjects on offer will vary slightly from year to year. Law, Mini Company, Young Social Innovators, GAISCE, Digital Portfolio, Life Skills, Global Classroom, Swim Ireland Instructor's Course*, DESSA Disability & inclusion* & John Paul II Award. (*Dependent on Covid-19 Restrictions & availability of personnel)

4. Calendar The calendar layer consists of highlights/activities/events specific to TY. It is envisaged that the balance of these layers within the curriculum will reflect the need to maximise students' TY experiences while also paving the way forwards as part of their transition in to Senior Cycle. Work Experience, activity weeks, outdoor pursuits, field trips, competitions, concerts and shows.

Assessment

- Subject specific assessment tools vary considerably from project work to portfolio assessment, presentations to website design, peer teaching to reflective journals, written, oral and aural exams.
- Exams take place in December and May.
- Digital portfolio: Each student uses a digital portfolio in order to compile evidence of learning and experiences throughout the year. Some subjects use this platform as a part of their assessment procedure.
- TY Interviews with the TY Co-ordinator / Assistant TY Co-ordinator / Deputy Principal offer students a formal opportunity to showcase their learning experiences and to articulate their reflections on the year.

TY Induction At the beginning of the school year, TY students attend a series of specific TY Induction sessions. The TY Co-ordinator leads a session based on the TY philosophy and what the year is all about. This emphasises the importance of getting involved, being open-minded, taking increased responsibility for self and testing out and discovering personal strengths.

TY Bonding trip: Each year a trip to an outdoor pursuits centre is undertaken at the very start of the TY year. This trip is a TY trip that serves to open the year on a note commensurate with the philosophy of TY – one of personal challenge and group cohesion. This trip has well and truly become a highlight of the TY calendar and is conducive to setting a tone of adventure, fellowship and positivity for the year.

TY Graduation Ceremony Students are awarded their TY Certificate at this event, as well as any other certs they may have attained throughout the year (e.g. first aid, public speaking, etc.) Students who have completed their Gaisce Bronze Award are presented with their medals at the ceremony.

Tours and Exchanges Trips may be offered during the year, these trips are subject to change from year to year. Information on what will be on offer for any particular year will be communicated to parents next year.

Work Experience

Work Experience is an integral part of the TY programme and helps to prepare students for the world of work. It encourages students to take initiative, build confidence, develop social skills and work as part of a team. It also allows them to broaden their interests, discover personal strengths and areas in which they can improve. Work Experience will take place for four week-long blocks, which are set in the school calendar. Students are required to engage in a minimum of three different placements over the year. Insurance is in place and covers most placements. However, working with horses or dangerous dogs is not covered.

ALL relevant work experience documents are available to download on the Transition Year Page of the school website; www.holyfamily.ie

- PREPARATION is the key. Students who apply early get the best jobs and have, in general, more noteworthy experiences. Those who leave it until the last minute are very often disappointed and often report negative experiences as a result of their poor organisation.
- Your completed calendar and paperwork for placements will be required by the school when you begin TY in August.
- Students must be Garda Vetted after their 16th Birthday for work experience activities with children and/or vulnerable adults (schools, crèche, nursing homes etc.). This is done through your employer.

Guidelines for securing placements

1. Thoroughly **investigate** potential careers which you may want to pursue after you finish School/ Apprenticeship/ College/ University
2. **Speak to this year's fourth years** and ask them what work placements they most enjoyed and also what they did not enjoy.
3. **Apply for jobs that are linked to your hobbies or subjects you like.**

4. Consider jobs from many **diverse (different) areas**, as very often a placement you might never have considered as a career can end up being the one you excel in and go on to pursue.
5. **Research local companies** and businesses that can provide you with a worthwhile work placement. Local business directories and online searches will help you locate potential employers.
6. You may wish to prepare a **cover letter and your Curriculum Vitae**. Adapt it to the requirements of the placement you would like to apply for.
7. **Contact the employer** either in person, email or phone. If you do not hear back within a reasonable time you may need to follow up with a phone call or a visit to the premises. You may need to apply to several places before you are successful. If calling by phone, have dates of work experience at hand, a pen and paper. Always ask the name of person to whom you are speaking and keep a record of their name in case you need to make further contact with them. If calling into a location in person, have the necessary paperwork and insurance letter with you. Take note of the name of the person who offers you a placement opportunity.
8. Once you have secured a placement, provide your employer with The Holy Family Secondary School **"letter to Employer"** and a copy of the **School Insurance policy letter**. These are available on www.holyfamily.ie under the TY tab.

Additional work experience placements

The school supports TY students who wish to participate in meaningful, additional work experience placements which do not fall within the TY calendar for set weeks of work experience. However, to avoid excessive interruption to the academic progress in TY, students are limited to an additional, maximum of two work experience placements. Please discuss any matters arising with the TY programme Co-ordinator, Ms Dowling.

Contacting the Transition Year Co-ordinator

It is important that students have access to their school email and TY Team on Microsoft 365 TEAMS **and** check it on a regular basis for information mailshots. Please note that e-mails and chats received are not monitored after 4pm.

As well as the school app, there is a TY noticeboard in school with updates posted, a TY Team on Office 365 and there is a TY page on the school website to keep all informed. Newsletters are issued throughout the year to parents/guardians via the school app.

<https://ty.ie/>

https://careersportal.ie/workx/student_search.php

<http://www.tyireland.com/courses-out-of-school>

Moving on to 5th Year

Students have regular timetabled Careers classes throughout TY during which they research career areas of interest. Students and parents are encouraged to research subjects further. In February, subject choice forms are filled for 5th Year.



Transition Year Monthly Guide Calendar 2022/2023

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| <p>AUGUST</p> | <p>SEPTEMBER</p> <p>Possible Overnight trip (Aug / September)</p> | <p>OCTOBER</p> <p>WORK EXPERIENCE week #1 (3rd-7th October 2022)</p> <p>ACTIVITIES block week #1 (10th-14th October 2022)</p> |
| <p>NOVEMBER</p> | <p>DECEMBER</p> <p>1. ACTIVITIES block week #2 (28th Nov-2nd December 2022)</p> <p>2. TY EXAMS week (12th & 13th December 2022)</p> <p>3. WORK EXPERIENCE week #2 (14th-20th December 2022)</p> | <p>JANUARY</p> <p>1. ACTIVITIES block week #3 (23rd -27th January 2023)</p> |
| <p>FEBRUARY</p> <p>2. WORK EXPERIENCE week #3 (20th – 24th February 2023)</p> | <p>MARCH</p> | <p>APRIL</p> <p>Possible trip in April/May</p> |
| <p>MAY</p> <p>2. TY EXAMS week (22nd & 23rd May 2023)</p> <p>TY GRADUATION: 24th May 2023</p> | <p>JUNE</p> <p>Social Awareness</p> <p>WORK EXPERIENCE week #4</p> <p>TBC</p> | <p>JULY</p> |

Provisional dates as of February 2022* subject to change

The TY charge for 2022-2023 is €300. This fee is for participation in events, guest speakers, in school activities and days away amongst other student costs for TY. The TY charge must be paid in full to take part in any overnight trips.

Any overnight trips in 2022-2023 will incur an extra cost