



St Louis High School



Transition Year Policy

St Louis High School MISSION STATEMENT

St. Louis is a dynamic centre of learning where we foster a happy and secure environment. We nurture creativity and embrace diversity, while building on our rich traditions, in an atmosphere of generosity. We share in the journey towards deeper understanding in this complex world.

Transition Year Mission

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.

Introduction

St. Louis High School provides a long-established optional Transition Year Programme. Third Year students and their parents are encouraged to inform themselves about this comprehensive programme. The school facilitates a TY information evening for Parents/Guardians and students and provides written documentation about the Transition Year curriculum in the year prior to entry to Transition Year. Information is also provided on the school website and in general school literature.

Overall Aims

- We aim to provide an education for maturity with the emphasis on personal development including social awareness and increased social skills.
- We aim to promote self-directed learning.
- We aim to provide an education through experience of adult and working life.

These aims inform all aspects of the programme in our school.

Curriculum Principles

- Curriculum content is a matter for individual subject departments having regard to DES guidelines, the requirements of pupils and the view of Parents/Guardians.
- In drawing up the curriculum, the school also takes into consideration opportunities offered by employers and the wider community.

- While the programme lays a solid foundation for Leaving Certificate studies, a clear distinction is maintained between the Leaving Certificate syllabus and the TY programme ie. TY is not the first year of the Leaving Certificate cycle.
- Our programme is challenging, features intellectual content but allows students to mature and develop in the absence of exam pressure.
- The programme caters for the world of work, personal development and social awareness.
- The TY programme provides a bridge to help pupils make the transition from the Junior Cycle's highly-structured approach and environment to one where students will take greater responsibility for their own learning and decision making.

Cross-Curricular work

- We seek opportunities for interdisciplinary study.

Work Experience

- We foster the notion that education takes place not just in the classroom.
- Students and employers are fully briefed about the aims and expectations around work experience.
- Students have full insurance cover while on work placement.
- Students engage in the work experience programme one day per week (currently Wednesday).
- The annual work experience programme is divided into two halves (Sep-Dec) and (Jan – late April). Students experience two different employment environments during the work experience programme.
- The school maintains close contact with all employers during the duration of the work experience.
- Parents/Guardians are requested to secure work experience placements for their daughters and to liaise closely with the school in this regard.

Social Work Placement

- All students participate in one week of social-work placement during the month of November.
- We encourage all students to engage positively with this element of the programme and to give unconditionally of their time and ability to help others.
- The school organises and allocates the social work placements.

Extended Educational Trips

Extended educational trips are regularly offered as part of the TY Programme. These may vary from year to year and involve overnight stays from one night to approximately a week in length. These trips may include French & German language trips, other subject related trips and outdoor educational trips.

School rules apply to all these trips and in considering students' eligibility for trips, our current Trips and Outings policy will be applied. In addition to this and specifically in relation to Outdoor Educational Trips organised by the PE department, the following will be taken on board in assessing students' eligibility for inclusion on the trip:

- School attendance
- Participation in the PE programme during the course of the academic year
- Any injuries or health-related matters which may impinge on the full and safe participation in the outdoor education programme.

Please note that a medical certificate may be required in order to confirm student's fitness and ability to fully participate in all aspects of the outdoor education trip's programme.

Teaching Methods

- A key feature of Transition Year is the use of a wide variety of teaching and learning methodologies. These are outlined in the subject plans in more detail.

Assessment

- Both diagnostic and formative assessment feature in the programme.
- All aspects of the programme are assessed.
- Appropriate modes of assessment are chosen to complement the variety of approaches.
- Methods of assessment are outlined in the subject plans.
- Students are made aware of how subjects or modules will be assessed.
- Student self-evaluation is actively promoted.
- The student journal features student self-assessment.
- The portfolio presented to students at the end of TY records their achievements throughout the year.
- Students receive two credit reports (Session 1 – (Sep-Jan) & Session 2 (Jan-May)) and parents are invited to a Parent-Teacher meeting at the end of Session 1.
- Students' self-assessment is included as part of the overall assessment at the end of Session 2.

Organisation

- All members of the TY team are committed to the philosophy, aims and successful implementation of the TY programme.
- The Programme Co-ordinator has responsibility for liaison with the principal, school management, parents, community agencies and members of staff.
- Communication with staff, students and parents regarding the TY calendar happens throughout the year via assemblies, meetings and the school app.

Planning

- Detailed planning and implementation of the programme is the responsibility of the Programme Co-ordinator and the management.
- Parents/Guardians and students are consulted as part of the planning process.
- A clearly documented programme is reviewed on an annual basis.

Certification

- A school certificate is awarded to students who have satisfactorily completed the programme.
- Certain courses and modules receive separate certification.

Evaluation

- The programme is regularly reviewed and evaluated internally by the co-ordinator and school management.

Application Process

- Third year students are invited to apply for the Transition Year programme in the month of January, prior to year of entry to TY.
- An application form is to be completed, signed by both student and Parent/Guardian and submitted with a deposit by the application closing date.
- Parents/Guardians must agree to abide by the terms, conditions and associated costs of the TY Programme.
- The TY Programme at St. Louis High School is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

- For acceptance on to the TY Programme, the school must be of the opinion that a student is capable of benefitting from participation in TY and, equally, that her participation will not prevent any other student(s) from benefitting from participation.
- Any decision in this regard will be taken by the **TY Admissions Committee**. The TY Admissions Committee will comprise of the Programme Co-ordinator, Principal, Deputy Principal and 3rd Yr Year Head/s. Places will be allocated based on the following criteria:
 - (i) Track record in relation to behaviour, co-operation and work ethic.
 - (ii) Attendance and punctuality records to date.
 - (iii) Recommendation of the Year Head/s
 - (iv) Consultation with teaching staff
 - (v) Suitability of the applicant to the Programme
 - (vi) Suitability of the Programme for individual applicants

Please note that students may be required to attend for interview as part of this process.

- Preference for Transition Year places will be given to St. Louis High School Third Year students. Only in the event of under-subscription will applications from external students be considered.

Date of Board of Management meeting at which this policy was adopted: 25-01-2017

Signature of Chairperson, Board of Management: *M. Mooney*