

Cabinteely Community School



Transition Year Policy

Ratified April 2022

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1. Introduction

1.1 School Mission Statement

Cabinteely Community School is a kind, caring and vibrant learning community which supports the wellbeing and the academic, spiritual and creative growth of every student.

We welcome students of all ethnicities, abilities, genders and faith traditions, as equal members of our community

We identify with our Ursuline founders and their love of education.

Our Core Values

Our core values guide our policies, our procedures and how we work with our staff and students.

These core values are;

Care - We all need to belong and be cared for in a safe environment in order to learn

Courage - We show courage by making the right choices and committing to learning.

Support - We will be the best we can be by working hard and working together

2. Aims

2.1 General Aim of Transition Year Programme

“Transition year programmes are intended to facilitate the integrated development of the intellectual, emotional, spiritual, physical, social and vocational capabilities of each individual student through structured learning experiences. The general aim of the Transition Year is the preparation of young people for their role as autonomous, participative and responsible members of society”. (*Guidelines for Transition Year.*)

2.2 Cabinteely Community School Aims for Transition Year

Cabinteely Community School’s TY curriculum is one that will:

- Provide students with opportunities to develop their personal, intellectual, spiritual, social, physical and emotional life in an ordered, disciplined, caring and supportive environment which will encourage and develop their self-image, their confidence and their psychological well-being.
- Provide students with opportunities for personal and social development through a broad and varied curriculum.
- Provide a transition between Junior and Senior cycles.
- Assist students in taking greater responsibility for their own learning and decision making.
- Provide opportunities for students to develop communication, teamwork, organisation and leadership skill, amongst others.

- Facilitate students in making better-informed subject choices for Senior Cycle through subject sampling.
- Prepare students for the world of work, further education and life-long learning.

2.3 TY Core Team

Principal: Clare Garrihy

Deputy Principal: Michelle Lyne

Transition Year Head: Caroline Nolan

Transition Year Co-Ordinator: Rachael McCormack

Careers and Guidance Counsellor: Suzy Kelly

3. Transition Year Opportunities

In Cabinteely Community School, Transition Year can give students opportunities to;

- Make informed choices about Leaving Certificate subjects through subject sampling.
- Develop a variety of new skills
- Learn more about the working world through work experience and discover different career opportunities.
- Take part in outdoor pursuits and other activities.
- Learn about working as part of a team.
- Undertake projects on various topics.
- Practice meeting deadlines for assignments.
- Become a more independent learner
- Develop more understanding and confidence as a person.
- Learn about leadership, co-operation and communication.
- Learn through meeting people beyond the classroom.
- Develop a greater awareness of social issues.
- Discover more about individual strengths.
- Enhance ICT skills.
- Become a more mature person
- Add a valuable set of experience to your CV

4. Enrolment Policy

Transition Year is compulsory for students in Cabinteely Community School, except for those who wish to progress to the Leaving Certificate Applied Programme directly. These students have the option of completing Transition Year or progressing from 3rd year to LCA Year One.

5. Transition Year Induction

5.1 Parent Information Evening

There is an information evening held for the Third Year parents in early January of third year. The parents are informed of the general layout of Transition Year, mainly regarding the following:

- Core subjects
- Option subject choices
- Work experience
- Student responsibilities for the year
- Activities within the year
- Parents are advised during the talk to have their child's work experience and community care places organised before starting into the students Transition Year.

Parents are also made aware of the importance of attendance during the year. The presence of the student within their subjects will have a direct correlation with marks being allocated towards their end of year grade.

Parents/ Guardians will be frequently updated on TY activities and events through the school Instagram page, Twitter and the school app.

6. TY Fee

Transition Year is funded by a financial contribution from the parents. Transition Year parents will be informed of the cost of the fee during the Parent's Information evening held in January.

A letter will also be sent in the June of that same year containing the relevant information for the payment of the fee. The layout of the cost of the year will be explained to the parents during the information evening. This will allow parents to observe where the fee is being spent.

The fee for Transition Year is 250 euro, which is subject to change. Parents can pay through Easy Payments Plus on the school website.

7. The Learning Code

All students and their parent must agree to The Learning Code which is in place in Cabinteely Community School.

The purpose of the Learning Code is to allow all students to learn and all teachers to teach without disruption.

This code clearly lays out what behaviour is expected of all students in Cabinteely Community School.

There are four types of notes in the school journal which may be filled in by staff for students:

1. Reminder Note
 - Being late to class during the day
 - Forgetting books or equipment
 - Coming to class without completed homework / uniform

2. Report Note

Disrupting learning in class by talking, messing, eating, drinking, refusal to work or ignoring instructions, unkind comments to anyone, damaging property

3. Courage Note

Excellent behaviour, doing really well at a task / assignment, being really helpful or kind

4. Year Head Note

Only given by the Year Head when student is on Support Book. Students will be given Year Head's Detention.

Notes must be shown to Parent/Class Teacher

All of these notes MUST be signed the evening after they are given by a parent/guardian and MUST be shown to the Class Teacher the next morning at the latest.

The Reminder and Report Notes will involve the student doing extra work which must be presented to the teacher who wrote the note and the teacher will sign the note to say the student has done the work. Failure to do the work will result in extra work.

There is a reward system in place for positive behaviour. This includes:

- Courage note in the journal
- Merit awarded in journal on the Merit Page
- Positive comment by Class Teacher in weekly journal pages
- Phone call to/Meeting with parent/guardian
- Well Done Cards posted home
- CT Student of the Week (goes towards the Student of the Month)
- Student of the Month (goes towards the Year Head Student of the Year)

There are four stages of the Learning Code as outlined in our policy

Failure to comply with any aspect of the Learning Code may result in an invitation to attend a Board of Management meeting to explain noncompliance. The board will take the necessary action to ensure, as per the Education (Admissions to Schools) Act 2018, that the Learning Code is adhered to by all.

8. **Uniform**

Every student is expected to present themselves in full uniform every day.

Students must wear the school jacket; other jackets are not allowed.

The PE uniform should be worn only on the day PE is scheduled, unless informed otherwise for events such as Sports Day or other TY activities.

All items of uniform must be clearly marked with the student's name.

All items of the school uniform must be kept in good condition.

All students of Cabinteely Community School are expected to wear the school uniform coming to and going from school.

Only items purchased from the school suppliers will be accepted as appropriate.

If a student comes to school with uniform items missing, he/she will receive a note in the journal which must be signed, and extra work, which must be done for the following day. This must be presented to the Class Teacher before class the next morning.

Parent(s)/Guardians(s) will be contacted if there is an ongoing difficulty regarding uniform.

Hair should be neat and a natural colour to the student, worn as appropriate for a formal workplace.

Make up should be minimal and appropriate as for a formal workplace.

Students may wear one small stud in the lobe of each ear.

No facial piercings, gel or fake nails, strong nail varnish colours, jewellery or visible tattoos are allowed.

Students may not wear chains, bracelets, long/false nails etc. as they can cause accidents in practical lessons.

Non-uniform items will be confiscated and may be collected by parents(s)/guardian(s) at a later date.

Plain black waterproof shoes should be worn, with no visible logos and non-marking trainers for PE.

Full school uniform must be worn on all school trips when mandated. Failure to do so will result in the student not being allowed to go on the trip.

If any parent/ guardian wishes to speak in confidence about a difficulty regarding uniform, please contact the Principal, Ms Garrihy or the Deputy Principal, Ms Lyne

11. ICT Policy

The overall aim for Information and Communication Technology is to enrich learning for all pupils. As such, Transition Year students have numerous opportunities to access ICT in Cabinteely Community School through subjects such as coding, robotics and IT classes amongst others.

Cabinteely Community School may provide students with internet access, desktop computers, digital imaging equipment, laptop, tablet or mobile devices, video-conferencing capabilities, virtual learning environments (VLEs), email, various appropriate educational software, and more

Our Acceptable Use Policy outlines the guidelines and behaviours that our student are expected to follow when using school technologies. When using ICT, users are expected to understand the risks, act responsibly, and be accountable for their actions. Students must sign our Acceptable Use Policy, which can be found in Appendix A.

12. Attendance/ Punctuality

12.1 Attendance

Good attendance is a vital component of Cabinteely Community School's Transition Year Programme. Students are expected to be in attendance for each school day unless they are ill, have medical appointments or other family related reasons. Parents are asked not to allow a student to remain home to babysit, for birthdays or family events happening later in the evening

or to go to part-time jobs instead of school. These are not reasons for non attendance at work and we are preparing students for the world of work.

In the event of an absence, parents/ guardians must complete a note of absence in the school journal which is to be given to the Year Head.

Transition Year students must have 90% attendance in order to gain 50 credits or 10% of their credit allocation.

12.2 Punctuality

A good record of punctuality is a necessary part of any student's preparation for life as well as being essential for the smooth running of the school and to the continuity of teaching and learning.

In partnership with parents/guardians the school will support families in promoting good time keeping through the implementation of the punctuality policy across the whole school community.

This policy will be brought to the attention of all students at the start of each school year through the weekly assemblies and throughout the year through the Class Tutor, Year Head, Home School Liaison Coordinator and Senior Management Teams.

It will also be in the school journal and available on the school's website at www.cabinteelycs.ie.

Students who are late for school twice in a week, without valid reason, will be given a ten minute detention for each day they are late. This detention takes place on a Thursday after school.

The rationale behind the detention for late coming is that it should be a deterrent and not an accepted consequence of late coming.

All students are required to be in school for Class Teacher tutorial/assembly at 8.33am each morning. Each year group will have an assembly once a week.

Students arriving late for school must report to the school office. The time they arrive at and the reason for the late coming is recorded in their school journal and on the school administration system.

Failure to sign in late with the office will result in a Wednesday afternoon detention from 1.15pm to 2.15pm.

Further sanctions e.g. Friday after school detention; Year Head meeting with parents/guardians will result if no improvement in timekeeping is evident.

Doctor/dental appointments etc. should, as far as possible, be scheduled for out of school time. Students arriving late for school after such appointments are given an "excused late".

Students should present their medical appointment card when signing in.

12.3 Late for classes

All students are required to be in each of their classes at the times indicated on their timetable. As per the school's Learning Code, any student arriving late for classes during the day will get a Reminder Note in the Journal with extra work assigned by the Subject Teacher.

Students who are delayed by a teacher/staff member and arrive late to class, must bring a note in the journal to excuse them. All lates other than the student's arrival into school in the morning, are deemed non-excused lates.

12.4 Late after Lunch

Senior students who are late after lunch must sign in in the office as they are returning to school from outside. Two or more lates in a week will result in a detention for late coming.

13. Substance Abuse

13.1 Policy

In accordance with the Education (Welfare) Act, 2000, the Substance Abuse Policy forms part of the school's Learning Code.

The school is mindful of the law in all situations surrounding all substances, smoking (including vaping), alcohol and illegal drugs.

Cabinteely Community School promotes a drug-free and alcohol-free environment for all students.

It is our belief that values are formed primarily in the home and that parents have the main responsibility for the behaviour and attitudes of their children with regard to substances.

The aim of the school is that each pupil should develop to his or her full potential and become a constructive and caring member of society. Given this, we feel it is essential to do all that we can to ensure that pupils are in a safe environment while in the school.

The substance abuse policy addresses all substance misuse issues, including, but not limited to smoking, alcohol use, illegal drug use and misuse of prescribed drugs.

13.2 Incidents of Substance Abuse

Substance abuse incidents dealt with by the school include incidents which occur:

- Within the school
- Going to and from the school
- In the park or nearby estates before, after or during school hours
- During school trips
- During extra-curricular activities
- Incidents of substance abuse outside of these times will be dealt with by the school in conjunction with parents and the relevant authorities

Incidents of a more serious nature e.g. supply of substances on school grounds will be dealt with by the official authorities, e.g. Gardaí/ Juvenile Liaison Officers.

14. Transition Year Subjects

14.1 Subjects Offered – Core/Sampling

In Cabinteely Community School, subjects are offered as core subjects, subject samples and TY specific modules.

Core Subjects (including well-being subjects):

- English
- Gaeilge
- Maths
- Religion
- Work Experience Preparation
- Computer Science
- Science
- PE
- Core French class for students who studied French at Junior Cycle

Subject Sampling

- Art
- Music
- Business
- Biology (Nutrition)/Chemistry- 3 ten week blocks each
- Home Economics
- History/ Geography/Music - 3 x ten week blocks
- LC PE- 10 week block
- French or Italian

14.2 TY Modules (Rotations)

Each student in TY completes 3 of the subjects in a subject line below. Students rotate between their choices every ten weeks.

- Biology(nutrition)/ Business/ Chemistry/ Music
- Coding/ Gender Studies/ Horticulture/ YSI (Core group)
- Japanese/ French (core group)/ Spanish/ Italian
 - Art/ DES/ Engineering/ Home Ec
 - Art/ Business/ Construction/ Home Ec
 - Hair & Beauty/ Horticulture/ RSE (all students complete a 10 week block)/ Robotics
 - Artistic Performance/ LC PE/ Photography

15. Draft of Transition Year Timetable

Gaeilge	3 Single Periods
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English	3 Single Periods
Mathematics	3 Single Periods
Computer Science	1 Single Period
Work Experience preparation	1 Single Period
PE	1 Single Period
Religion	2 Single Periods
Science	1 Single Periods

Rotational Subjects:

Art (Offered in 2 bands)	1 Double Period
Music (Offered in 2 bands)	2 Single periods
Business (Offered in 2 bands)	1 Double Period
Biology/Physics/ Chemistry	1 Single Period
Home Economics (Offered in 2 bands)	1 Double Periods
DCG	1 Double Periods
Engineering	1 Double Periods
Construction	1 Double Periods
History/ Geography/ Music	1 Single Period
Italian/ Japanese/ Spanish	1 Single Periods
TY Modules: YSI, Gender Studies, Robotics, Coding, Photography, Horticulture (Offered twice)	1 period

16. TY Trips/ Outings/ Events/ Activities

16.1 General Arrangements for Trips

The Transition Year Programme at Cabinteely Community School aims to give students a wide variety of experiences. Many of these experiences take the form of outings and trips.

The Trips and Outings' Policy applies to all of these off campus activities.

Parents must fill in a permission slip on the app before students are allowed to attend off campus activities. A sample can be found in Appendix B.

Students must attend all trips and outings unless they have a valid reason that is accompanied by a note from parents/ guardians. Parents/ Guardians will receive a phone call in relation to this.

Parents are asked not to allow a student to remain home to babysit, for birthdays or family events happening later in the evening or to go to part-time jobs instead of school. These are not reasons for non attendance at work and we are preparing students for the world of work

Failure to attend a trip without a valid reason will result in a credit system deduction and students may forfeit attendance on other trips. Sanctions from the Learning Code may also apply.

Students who are on stages of the Learning Code need to get permission from their Year Head to go on trips. Students are expected to conduct themselves in the way they would do in school and the Learning Code will apply throughout the trip, including travel to and from the event.

16.2 Day Trips within Ireland

- Day trips may take place during the school day or may extend beyond normal school hours.
- Day trips must have the approval of the Deputy Principal and Principal.
- Members of staff who wish to take students on a day trip must make their request to the Deputy Principal and Principal giving as much notice as possible.
- If buses need to be hired, this will be done through the clerical officer.
- Specific parental permission is required for any trip.
- Members of staff must follow the protocol for taking students out on extra-curricular activities.
- Students who have not adhered to the Learning Code may be excluded from trips.
- Once the Deputy Principal/Principal has approved a trip, the organiser should send a list of students participating in the trip to the teaching staff by email and hand one into the main office.
- On all trips there must be an appropriate ratio between the number of students and the number of staff travelling. This ratio will vary depending on the nature of the trip and the age of the students travelling. On a private coach there should be at least one member of staff in addition to the driver. The Board of Management will determine the ratio of staff to students at the 1st BOM Meeting of the year.
- Day trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost transportation to/from sporting events. This must be approved by the principal and all fees to be paid in advance of the trip.
- The school will always have the mobile/contact numbers of the coach company or staff involved in case of delays or any other occurrences.
- On occasion it may be suitable for Senior Cycle students to travel independently to and/or from an event. In such an instance, the organiser of the trip must advise parents and senior management in advance. Junior Cycle students may not do so.
- For trips that extend beyond normal school hours, it is responsibility of parents/guardians to ensure that arrangements are in place for their son/daughter's journey to/from the school. The organiser of the trip must be informed in advance of these arrangements.
- A member of staff should never travel alone with a student.

- A risk assessment should be done prior to the trip to assess the level of staffing required and the possible risks inherent in the planned activity.
- Staff must check that the students on the trip have the necessary equipment or medication appropriate to their medical conditions
- A review of the trip should take place afterwards to evaluate the activity or transportation so that other staff can decide to repeat the activity at another time
- An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.
- The ratio of teachers to students is usually one teacher per 10-15 student but this may vary depending on the level of risk involved in the activity.
- From time to time retreats will be organised for students and the expectation is that students will be respectful of the atmosphere of reflection and of the host(s) of the retreat.
- Parents are expected to make arrangements to drop off or collect their children before and after trips or to let the school know well in advance if they are unable to do so.

16.3 Overnight trips, inside or outside the Republic of Ireland

- Members of staff, who wish to take students on an overseas trip, must submit their request for approval to the principal, who will then seek Board of Management approval. Included in the proposal should be the rationale and educational benefits that the students will derive from the trip.
- The number of students participating varies depending on the nature of the trip and the staff/student ratio will be appropriate to the age group and as recommended by the travel agency and approved by the Board of Management.
- In the case of trips being oversubscribed, priority is given to these students who are studying the relevant subject. The school reserves the right to refuse students who have not adhered to the Learning Code in the School. The Year Head will make that decision in conjunction with the deputy principal.
- Before a student with a medical condition is accepted to participate in a trip the school must be confident that they can manage the needs of the student without compromising the health & safety of the student in question and the other students participating or the itinerary of the trip. Each case will be considered on an individual basis in consultation with parents.
- The initial letter parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.
- Parents are expected to ensure that all payments are paid to the travel company who is organizing the trip. Failure to comply with the arrangements set out by the travel company may result in loss of deposit etc...
- If a passport is required, parents/guardians should ensure that passports are valid for at least six months following the trip.
- Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents should be informed that students with non-EU passports may need visas for EU countries.

- Students must have their E111 or European Health Insurance Card for travel to countries in the EU.
- It is important to impress upon parents that the onus is on them to ensure that their child has all necessary up-to-date documentation well in advance of the trip.
- Parents should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents understand that the onus is on them to make arrangements for their child to receive all necessary inoculations.
- Students must attend all information meetings and co-operate with all requests pertaining to the trip.
- Following payment of the deposit to the travel company, parents will receive the Permission Letter and Form, all sections of which must be completed and the form returned to the organiser by a specified date. Details of accommodation, travel arrangements, any special local conditions, personal items that the students' needs to bring, guidelines for spending money and money for extras such as meals and excursions will also be sent to parents.
- Mobile phones communication between teachers and students on the trip may be necessary. A list should be made of participants' mobile phone numbers (as given on the Permission form) and students may be given (if appropriate) the mobile phone number of trip leader – to be carried with them while on the trip. A mobile phone is available from the school, as staff members are advised not to give their personal mobile phone numbers to students.
- The trip organiser should have two emergency contact numbers; usually this will be the Principal and the Deputy Principal.
- If necessary two members of staff should carry out an inspection of rooms or personal property (bags, suitcases, etc.) with the student present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.
- Staff should not have any physical contact with a student's clothing. If a search is deemed necessary, the students should be asked to empty his/her own pockets or to search the clothing that he/she is wearing.
- If a student is found to be in serious breach of the Learning Code, the staff in charge must contact the principal immediately.
- An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point, not staying with the group, rudeness to teachers.
- Serious breaches of school rules include alleged or proven alcohol or substance abuse - regardless of the legal age for consumption of alcohol and/or legality of the substances in the country in which the trip is taking place.
- The school expects that all students travelling on an extended tour will display a level of maturity commensurate with their age. Students on trips, which involve an overnight stay in Ireland or abroad, cannot be supervised on a 24 hour basis and all extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inadequate should not permit their daughter/son to take part in such trips.
- Staff accompanying students are expected to conduct themselves as they would in school and to be aware of their responsibilities as they are acting in place of the students' parents/guardians.

- Arrangements will be made to be sensitive to the needs of students who are navigating gender reassignment in relation to overnight accommodation. Parents/guardians will be consulted.

16.4 Visiting Speakers/Coaches

A visiting speaker/coach Form should be completed in advance. All visitors need to sign in and out at reception. As garda vetting specific to this school is required for all visitors and as such is not feasible to organise for all visitors. The organising teacher must ensure that visitors are accompanied by a staff member at all times.

17. Calendar 2021-2022

17.1 External Opportunities

- Code Like a Girl- Vodafone
- IWish UCD Campus Programme for Female Students
- Defence Forces Ireland TY Programme
- Amber TY Programme
- So you Want to be a Doctor?
- Look into Law
- RCSI TY Mini Med Programme
- Teen Entrepreneur STEM Camp
- STEPS Engineering Your Future
- Acclimatize- Environmental Monitoring in a changing climate

18. Work Experience

18.1 Work Experience Weeks

TY students will partake in three weeks of compulsory work experience throughout the year, the dates of which may be subject to change.

Semester One: 15th- 19th November 2021

Semester Two: 14th-18th February 2022

Semester Three: 4th –8th April 2022

Students are responsible for sourcing their own work experience placements. They will be guided with this through their careers class where they will work on CVs and cover letters and given the opportunity to investigate careers of interest.

On occasion, students who are unable to source work experience placements will be facilitated in the school. We recognise that our international students may have difficulty in sourcing placements due to lack of connection and unfamiliarity with the local area. We will endeavour to work with students and language schools to assist in sourcing placements for these students.

Work experience is aimed at developing maturity, responsibility, initiative and self awareness within the students and is an opportunity for students to gain an insight into careers of interest.

At the beginning of each academic year, a list of possible employers will be given to students to assist them in finding a placement.

Before each students undertakes work experience, students will be given a work experience pack with a letter from the TY coordinator, the school insurance details, an employer detail form and a student evaluation form. Before students go on work experience, students must submit work experience forms giving details of their placement (name of employer, address, contact number and an outline of the work they will be involved in).

During each placement, contact will be made by the school with the employer to check in on each individual student. TY teachers are assigned student placements to contact and they will seek an evaluation from employers.

Copies of documents required for Work Experience are contained in Appendices C, D, E & F

18.2 Expectations of students

- Students are expected to attend and be punctual at the workplace.
- Students are expected to wear appropriate work attire.
- Students must behave in a manner which is appropriate to the work place and should be respectful at all times.

19. Garda Vetting

There is a requirement for any student over 16 to be Garda Vetted if they are working with vulnerable people while on work experience. Please see our Garda Vetting Policy

20. Assessment in Transition Year

20.1 Forms of Assessment - Continuous

Assessment is a key part of any worthwhile learning programme. Transition Year in Cabinteely Community School is an opportunity to move beyond the narrow focus of end-of-year written exams only. The emphasis is on varied and on-going assessment.

Assessment may include:

- Project work
- Individual assignments
- Powerpoint presentations
- Class tests
- Oral assessments
- Aural assessments

20.2 Formal Assessment

Formal assessment takes place three times throughout the year

Semester One Assessment Week: 8th-12th November 2021

Semester Two Assessment Week: 7th-11th February 2022

Semester Three Assessment Week: 16th-20th May 2022

Students will receive reports on their progress following on from these weeks of assessment.

Students will also sit formal house exams in their core subjects (English, Maths, Irish, French) during the November and May assessment week.

There will also be project work, portfolio work and exhibitions of students' work at the end of the school year.

20.3 Credit System

There is a credit system in place for TY. A total of 500 credits can be earned by students through full participation in all aspects of school life. Students can gain a distinction, a merit, a pass or a participation only cert. A full breakdown of the credit system can be seen below.

20.4 Credit Awards

Credits are awarded as follows:

- 450-500 = Distinction (90%)
- 300-449 = Merit (60%)
- 200-299 = Pass (40%)
- 0-199 Participation Only (<40%)

20.5 Credit System

The below is the credit system which is in place for Transition Year students in Cabinteely Community School. This is subject to change as required

Criteria	Assessment Details	Credits Awarded
Attendance & Punctuality	90% min	50
Core Subjects; Maths, Irish (LSI), English	30 credits per subject (10 per term) Written Exams twice during the year Continuous Assessment	90
Subject Sampling Modules; Bio/ Bus/Chem/ Music Ita/ Jap/Spa Geo/ Hist/Music Art/ Des/ Engin/ Home Ec Art/ Bus/ Cons/ Home Ec	5 credits per term Continuous Assessment Assessment Week: Week 10	75
Ms Atanian French- 2 periods	10 credits per term	(30)
Non Rotational Science (Mr Devine-Beech – Monday P3, Ms Ioana – Cedar-Wed P3, Ms McGuinness-Ash- Wed P3)	5 credits per term	15
TY Enrichment Modules; <ul style="list-style-type: none"> • Art Per/ LC PE/ Photography • H & B/ Hort/ RSE/ Rob • Physics/ Gender/ Hort/ YSI • Work Experience 	5 credits per module Continuous Assessment Assessment Week: Week 10	60
Work Experience/ Online Courses	Attendance, evaluation, employers report (15 per week)	45
Wellbeing Modules; <ul style="list-style-type: none"> • PE • Religion • Computer Science 	15 credits each (5 per term) Participation Portfolio modules	45
Extra-Curricular participation – GAISCE etc..	Sports Teams, committees, mentors, leadership modules, activities	20
Portfolio	Interview, Content: storage, workspace, showcase,	100
	TOTAL	500

Credit Awards: 450-500 = Distinction (90%) 300-449 = Merit (60%) 200-299 = Pass (40%) 0-199 Participation Only (<40%)

20.6 TY Portfolio

Each student will maintain a student portfolio on a OneNote into which he/she places photographs of certificates of achievement, completed projects, assignments, reports and evaluations on modules/subjects/trips/visiting speakers and work experience diaries

The more our students commit to reflecting on their experiences in the year, the greater the insight they will have at the end of the year as to the progress they have made.

Students must include:

- A reflection of their TY experience
- Their top 5 learning experiences in TY
- A sample of work from each subject/ rotation band
- A reflection on their personal achievements

Students will be interviewed on their portfolios in May. A total of 100 credits can be awarded for their portfolios.

Students are given guidelines during the first academic week to assist them with their portfolio (Appendix G)

21. Transition Year Evaluation

Evaluation is an important part of our Transition Year Programme, It allows us to identify our areas of strength and those that need improvement.

At the end of the school year, the students, staff and parents will be provided with an opportunity to evaluate the Transition Year Programme. This information is collated by the Core Team, and feedback is provided to school management.

Appendix A



Cabinteely Community School

Using Office 365 Accounts Excerpt from Acceptable Use of Technology, 2019

This statement is an excerpt from our AUP Policy, students are asked to sign it to verify that they accept the policy as it pertains to their use of Office 365 Accounts in the school. It is taken as given that parents accept the policy, having already signed the acceptance form.

Section 6.4 Email and Messaging

1. The use of personal email accounts is not allowed at Cabinteely Community School.
2. Students should not use Office 365 school email accounts to register for online services such as social networking services, apps, and games.
3. Students should be aware that email communications are monitored.
4. Students may not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person. [See School Learning Code and Anti Bullying Policy]
5. Students must immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature to their year-head, deputy principal or another member of staff and must not respond to any such communication.
6. Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.
7. Students and staff may only use school approved platforms to communicate with each other and not use personal devices or platforms for this purpose.
8. Students should email teachers in normal school hours, 8.37am – 3.40pm Mon, Tuesday and Thursday, 8.37am-1pm Wednesday and 8.37am-3pm Friday.
9. Students must ensure that they sign out of their Office 365 after use to ensure that no one else can access their personal information

Signed: _____ (Student) Date: _____



Cabinteely Community School

Sample Permission Notification

Re: TY Trip to Glasnevin Cemetery and Horticulture Workshop at the Botanic Gardens

Dear Parents/ Guardians,

On _____, Transition Year students will travel to visit the historic sites at Glasnevin Cemetery and take part in a Horticulture Workshop in the National Botanic Gardens. This trip is part of our TY curriculum and ties in with both our History, Horticulture and Ecology modules.

Please ensure your child's TY fees are paid on the app. If there are any issues around this, please do not hesitate to get in touch with annmarie.kennedy@cabinteelycs.ie.

Students will attend their first class in the morning and we will aim to leave at 10:15 am. The tours will finish by 1:30pm and we will return to school for the last class.

Students may wear their school tracksuit. Students are not permitted to wear own clothes. School jackets must be worn. We recommend a warm underlayer and an umbrella. Students will need to bring a packed lunch on Thursday.

The Learning Code (discipline) applies for all activities on and off site. Students who are on Stages 2 to 4 of the Learning Code will only be permitted to attend at the discretion of the Yearhead/ Deputy Principal/ Principal. Covid protocols must be strictly adhered to including mask wearing and social distancing.

Please give your consent for your child to attend by signing in the box below.

Kind regards,

Rachael McCormack
TY Co-ordinator

Appendix C



Cabinteely Community School

Jan 2020

Re: Work Experience TY 2020/21

Dear Employer,

As TY Co-Ordinator for Cabinteely Community School, I want to thank you for accepting one of our students to your workplace. This work experience is aimed at developing maturity, responsibility, initiative and self awareness within the students and is a mandatory component of their TY programme.

It is entirely up to you regarding the length of time you can facilitate a student for in the working day, although we do recommend 4 hours a day. All students will be aware of their responsibilities while completing work experience.

If there are any special requirements for example uniform or prior health and safety training, you can forward these details onto me.

I hope over the duration of work experience our students will be challenged in the realities of work life i.e punctuality, work ethic and team work and will also get a real insight into their chosen career investigations.

I have enclosed a copy of our school insurance details re work experience and a contract which you may decide to draw up with the student to ensure that they are aware of their responsibilities and your expectations of them while on placement.

Thank you again for your support and should you have any questions or issues, please do not hesitate to contact me on **01- 2852137**.

Yours sincerely,

Rachael McCormack
TY Co-Ordinator

Appendix D



Cabinteely Community School

Work Experience Contract

Between

Employer: _____

Address: _____

And

Student: _____

Start Date: _____

Duration of Work Placement: _____

Hours: _____

For the position of: _____

Employer's Expectations of Student:

Student's Expectations:

Confidentiality Clause: _____

Dress Code: _____

Health & Safety Requirements:

Garda Vetting Requirements:

Signed:

EMPLOYER

Print Name

STUDENT

Print Name

Appendix E



Cabinteely Community School

TY Work Experience Employer Detail form

Student Details

Student Name:	
Parent/ Guardian Signature:	
Insurance:	Comprehensive and Community School

Employer Details

Company Name	
Contact Person's Name	
Phone Number	
Address	



Cabinteely Community School

Employer's Evaluation Form

Students Name _____

Company Name _____

Supervisor's Name _____

Telephone Number _____

No. of days worked _____

Guidelines: This report forms part of the overall assessment of work experience for certification. It should be completed by a supervisor who has observed the student in the workplace. Please indicate the student's performance by placing a tick under one of the headings

Criteria	Excellent	Very Good	Good	Satisfactory	Unsatisfactory
Interest in the work					
Awareness of Health and Safety Practices					
Appropriate Dress					
Quality of agreed work					
Practical Skills					
Use of Workplace Equipment					
Punctuality					
Attendance at workplace					
Relating to co-workers					

Relating to supervisor					
Acceptance of direction/ criticism					
Initiative					
Adaptability					

Further Comments
Brief Description of work undertaken by student :
Any comments or suggestions on work experience arrangements:
Any other comments:

Signature of Workplace Supervisor:



Cabinteely Community School

GUIDELINES FOR PORTFOLIO FOR TRANSITION YEAR STUDENTS

TY's are to display a portfolio at the end of the school year and will be interviewed on their portfolio. A maximum of 100 credits (20% of your grade) can be awarded.

The purpose of the interviews is to give an opportunity to the students to display the variety and scope of activities in which they have participated in during their Transition Year Programme. It is an opportunity to showcase yourself, your learning and your experiences.

Here are some guidelines on what to put into the final portfolio:

1. Overall reflection on my Transition Year Experience (10 credits)

This section is one piece of work which illustrates what Transition Year means to you. This piece can take any form you choose.

However, if it is a written piece it must be at least one typed A4 page. You are free to choose the medium, or form for this item. For example it may take the form of a reflection, poem, song, drawing etc.

Use the "Letter to Myself" p. 42 of Portfolio to guide and reflect (will be done during first weeks).

This item will be prepared in the final term.

2. Top 5 Experiences of TY (25 credits)

5 items which represent your top five experiences while in Transition Year.

Students need to write about these experiences and explain why they have chosen it as a highlight of the year. Again, you may include photos, drawings etc.

Trips such as the TY trip, Ziplining or the ploughing trip and workshops such as drumming/dance or guest speakers, enterprise etc. may be included here.

There is space in your portfolio to keep a record of all your experiences and they must be filled out after each event (activities, trips and speakers). It is up to you to ensure that it is completed.

This will be checked regularly.

3. Samples of Course Work from all my Subjects and Modules (45 credits)

Samples of work from core subjects/modules completed by the students. Teachers will highlight what can be included here.

Minimum of one piece of work per subject.

Can be a photo of a piece of work i.e construction/ horticulture/art etc

Students will need to include one piece of their best work for their portfolio from the core subjects and subject sampling

They will need to include one piece of work from each of their enrichment module blocks, sciences, Hist/Geo/Pol i.e they can choose their best work from these.

This will amount to 15 pieces of work in your portfolio (3 credits each = 45 credits).

4. My Personal Achievements (20 credits)

In this section students should write about examples of their participation and engagement with the wider school community outside of normal classwork.

Examples of items you could include here are your work experience placements, involvement in after school activities (football, basketball,) the TY committee, helping out with parent teacher meetings/open day , Gaisce etc.