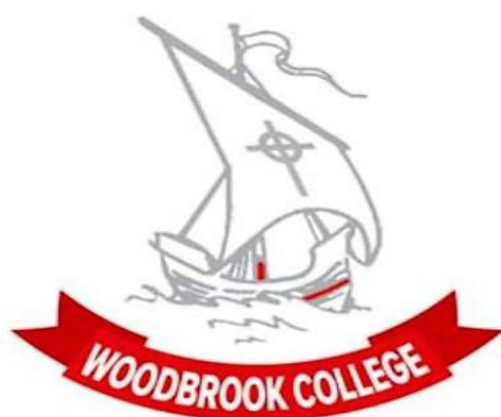


# **Woodbrook College**

## **Bray, Co. Wicklow**



## **Transition Year (TY) Policy**

*“Learning together for a better future”*

Approved by the Board of Management at a meeting on the 19<sup>th</sup> of June 2023.

## **1. Introduction**

1.1 Woodbrook College has a catholic tradition reflecting its origin within Edmund Rice Schools Trust (ERST) Charter.

1.2 Woodbrook College considers itself a pluralist community; it embraces inclusion in terms of social, cultural, religious and ethnic diversity.

1.3 Woodbrook College is a co-educational school with a broad curriculum, which aims to meet the diverse range of academic, vocational, spiritual and social needs of its students.

## **2. 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.

## **3. 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.

## **4. General Information**

- All members of the TY team are committed to the philosophy, aims and successful implementation of the TY programme.
- The TY Coordinator 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 assembly, meetings, Microsoft Teams, the school app or Woodbrook College social media channels.
- The programme is regularly reviewed and evaluated internally by the TY Coordinator and the school management.

## **5. Curriculum Principles**

- Curriculum content is a matter for individual subject departments and taking DES guidelines into account, 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 TY programme lays a solid foundation for Leaving Certificate studies, a clear distinction is maintained between the Leaving Certificate syllabus and the TY programme, i.e., TY is not the first year of the Leaving Certificate cycle.
- Our TY programme is challenging and features intellectual content but allows students to mature and develop in the absence of exam pressure.
- The TY 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 the students will take greater responsibility for their own learning and decision making.

## **6. Work Experience**

- We promote the idea that education takes place not only in a classroom.
- Students will participate in two sessions of placement throughout the year. Typically, these placements will be 2 weeks in length. Incoming TY students will be informed of these dates through the TY information form that is made available to all successful applicants before the TY school year begins. (The number of work experience sessions, the length of time and the dates remain subject to change each year)
- Students are encouraged to work on securing their placement and their CV and Cover

Letter in advance of starting TY. Samples of both are provided in the TY information form. Parents are encouraged to help students secure their placements.

- Support in completing and refining CVs and Cover Letters etc will be given during Careers class in advance of the first placement.
- Students are required to supply details of their placement which must include an address, a phone number, an email address and a contact person to the Careers Teacher in advance of going on placement.
- Students are covered under the Schools Insurance Policy while on placement.
- The TY Coordinator and TY subject teachers will monitor the participation of students.
- Students are required to complete a work experience diary and return to the TY Coordinator via Microsoft Teams no more than one week after the completion of the placement.
- More information in relation to Work Experience is detailed below.

## **7. Trips**

- Educational trips are offered as part of the TY programme.
- These vary from year to year and may involve overnight stays.
- The school's Relationship and Behaviour Policy ([link](#)) must be followed at all times.
- The school's Trips Policy ([link](#)) and the Relationship and Behaviour policy will be used to consider students' eligibility for trips.

## **8. Student reporting/ evaluation**

- Both diagnostic and formative assessment feature in the programme.
- All modules and work experience are assessed throughout the year through appropriate modes of assessment. This includes but is not limited to: project work, online portfolios, written assessments, etc.
- Methods of assessment are outlined in the subject plans.
- Students are made aware of how subjects or modules will be assessed at the beginning of each module.
- Student self-evaluation is actively promoted throughout the year.
- Students receive reports through VSware after each module is completed.
- A school certificate is presented to the students who complete the TY programme by the TY Coordinator.

## **9. Application Process**

- The TY Coordinator will organise an information evening for current third year students/ prospective applicants and their parents/guardians.
- This evening will outline the application process and the critical factors for entering the programme, e.g., attendance, behaviour and application and attitude towards work.
- Interviews will be carried out, where required, to gauge the suitability of a student for our TY programme. An application internally or externally does not guarantee a place in TY. Where the number of applicants exceeds the number of places, then a ranking system, based on interview and application form, will apply.
- Students will then be asked to apply for a place using a formal application form.
- The final submission date for applications will be outlined by the TY Coordinator each year.
- Applications will be considered valid only if they are fully completed and submitted within the specified deadline.
- Any application received after the deadline will only be considered once the applications that were submitted on time have been processed.
- The TY Coordinator will offer places to the successful candidates by a particular date (subject to change every year).

### Work Experience Division of Duties TY

Requirement	Person Responsible
Outlining of what is involved in work experience	Guidance Counsellor at Third Year Parents Information Evening.
Preparation of CV & Cover Letter	This will be prioritised during the Induction Days with tutors. Students are given templates in TY Brochure at the start of May once they have been accepted on to the programme.
Finding Work Experience	End of November (2 weeks in advance of first placement) Tutors to issue a form to secure placement details for each student. Coordinator will follow up with those who do not have details. End of April process repeats for second placement.
Compilation of where students are going on work experience	Coordinator will compile list from information gathered by tutors.
Monitoring of students on work experience	TY Coordinator through issuing of booklets – I will also assign several students to each TY Teacher so that they can follow up through a phone call.
Reflection on Work Experience	TY Coordinator and Tutors – format TBC