



Scoil Chonglais

Post-Primary

School

Transition Year Policy



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Mission Statement

Scoil Chonglais is a warm, caring, and welcoming school in which all students are valued and respected. We provide a positive, supportive, and inclusive learning environment, where each student and their unique contribution is celebrated. We are committed to excellence in education and to empowering each student to reach their full potential.

School Motto

“Empowering Minds, Shaping Futures and Celebrating Success”

KWETB Core Values

Scoil Chonglais is a coeducational, multid denominational post primary school, under the patronage of KWETB. Our school community is committed to our ETB core values of Excellence in Education, Care, Respect, Equality and Community.



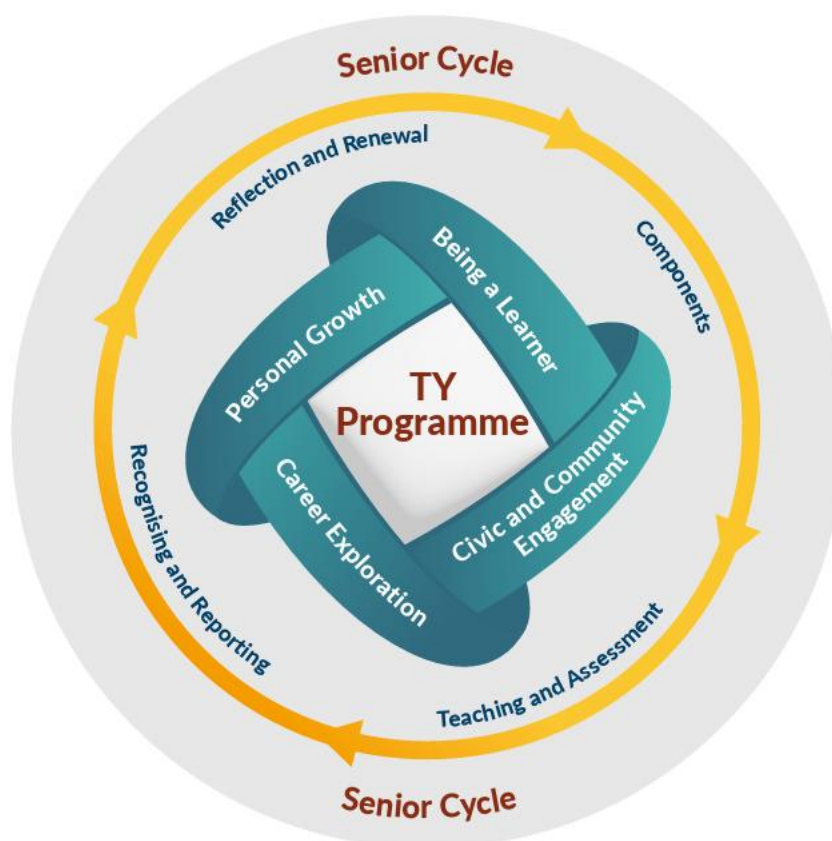
Programme Overview

Scoil Chonglais offers Transition Year (TY) as an optional one-year programme, post Junior Cycle. The Programme offers students a dynamic and enriching experience grounded in the holistic development, embracing Senior Cycle Key Competencies.

Our mission in Scoil Chonglais is for TY students to realise their bespoke potential, via individual activities and reflection, and through teamwork and collaborative learning, to enrich themselves, our school, the wider Baltinglass community and beyond. TY empowers students to mature as individuals, in groups, as learners, as citizens, and prepares them to meet the challenges of life, learning, and work in an evolving world.

Our TY programme aligns with the Department of Education TY Programme Statement (2025) and is structured around the four Student Dimensions:

- Personal Growth
- Being a Learner
- Civic and Community Engagement
- Career Exploration



Aims of the Transition Year Programme

The TY Programme Aims are to facilitate students in:

- Accentuating their own individual talents, aptitudes and abilities
- Consolidating and discovering new academic and technical skills, with an emphasis on self-directed and interdisciplinary learning
- Becoming more self-aware, with an emphasis on social and cultural awareness, empathy, sustainability and increased social competence
- Making more informed subject and career decisions

Who is TY for?

Students who:

- Appreciate their own educational strengths, needs and challenges, and who wish to enrich such self-awareness and learning opportunities going forward
- Are self-motivated, positive, open minded and willing to work hard
- Are learning leaders, or wish to develop their leadership skills, through a range of programmes unique to TY
- Wish to access a range of subjects that will help them when choosing Senior Cycle subjects and later-in-life career pathways
- Wish to further develop skills to enable them to deal with the self-reliant learning for further and higher education
- Are seeking the challenge of work experience in areas of interest to them

Long Term Goals

TY students:

- Hone independent learning and study skills
- Develop interpersonal skills to become better at working as part of teams
- Are better equipped for further and higher education
- Are less likely to drop out at the end of first year in college
- Have a more informed approach to choosing a career path

Opportunities

- TY students have a great opportunity to take part in co and extra-curricular activities
- There are many trips and educational events and visiting speakers in TY
- There are many opportunities for leadership and organisational experiences and training
- TY students receive certifications that adds value to their CV

Transition Year Programme

TY is delivered in Scoil Chonglais over one school year and in three 11-week terms:

- Term 1: Start of the School Year (end of August) – October Midterm
- Term 2: October Midterm – February Midterm
- Term 3: February Midterm – End of the school year (end of May)

TY Components

The Programme has 5 Core Components:

- Academic Core – maintains academic standards in core subject areas
- TY Modules/Electives – allows students to focus on areas of special interest
- Subject Sampling – allows students to experience a broad range of option subjects from 5th and 6th Year Senior Cycle
- Work Experience and Community Volunteering Programme
- Workshops, speakers, school trips and courses

All Students study Irish, English, Maths and modern languages, along with a selection of TY specific subjects such as Enterprise and Creativity. This Subject List varies from year to year, revolving around the TY audit, from the year that will have passed, student preferences, available resources and timetabling constraints.

TY students will go on a 1-night team bonding excursion during the first term, as well as shared learning experiences over the course of the programme. There are also guest speakers, workshops and modules off-campus and online.

All TY students are encouraged to apply themselves to leadership opportunities in step with such an array of learning opportunities.

Assessment and Reporting

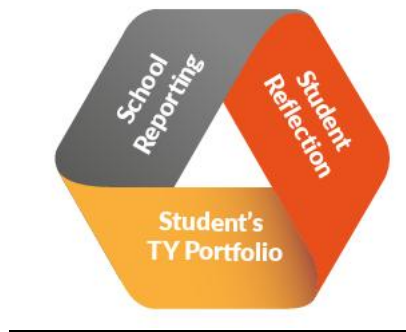
Assessment and Reporting in TY is multifaceted and anchored in a Credit System. In subjects, modules and electives continuous assessment, key assignments and feedback are inbuilt. Assessment and Reporting includes tasks, class tests, assignments, group activities, folder-work and work and volunteering experiences. The Credit System also reflects softer skills: such as commitment, respect for deadlines and participation levels.

Assessment and reporting also includes:

- TY trimester Reports for students every 11 weeks
- The recognition of Personal Growth
- Goal Mapping

- A TY Folder Learning Log, which students are interviewed about at the end of the school year.
- A Work experience and community volunteer report from employers, community leaders and co-operating teachers
- Certain courses, such as First Aid, delivered by outside companies or agencies, which are certified accordingly

Students will be awarded a Scoil Chonglais certificate of Distinction, Higher Merit, Merit, Pass and Participation, at the conclusion of completing Transition Year, reflecting participation levels, personal growth and the number of credits accrued.



TY Credit Grading

TY students will be awarded a cumulative TY certificate, according to how many credits each student earned over the course of the year:

- Distinction (801-651)
- Higher Merit (501-650)
- Merit (351-500)
- Pass (201 – 350)
- Participation (0-200)



Work Experience Programme

Students are responsible for sourcing their own work and community volunteering experience placements. They have 24 work experience placements available to them on Wednesdays, over the course of the year. And a week-long community volunteering block.

Each Student is given a work experience/volunteering log and a employer/community leader review form before going on their placements. The TY Coordinator speaks to the students regarding work experience in late August. Placements are monitored, and employers contacted, over the course of the year.

Cost & Budgeting

Student direct costs for TY are decided by the school management and approved Board of Management and are advised to parents in April/May of each year for the following year, along with the payment schedule. The school makes every effort to keep student direct costs for TY to a minimum.

However, for the school to be able to plan effectively for the delivery of the TY programme, and for the associated costs involved, it is imperative that all student direct costs are paid for students participating in the programme. Unforeseen one-off payments may also arise over the course of the year.

An inability to pay student direct costs for TY should not be a barrier to a student participating in the programme and parent(s)/guardian(s), who are experiencing financial difficulties, should contact the school in confidence.

Where a TY student's direct costs have not been paid (or paid in full), and where the school has not been contacted by the student's parent(s)/guardian(s) in relation to financial difficulty, this student may not be able to participate in the full range of TY activities and trips.

Admission to TY

Application for admission to TY is open to all students in third year. Those interested in the TY programme should apply by completing the Scoil Chonglais TY application form.

Acceptance of the application form does not confirm or imply an expectation of a place on the programme.

A closing date will be clearly indicated on the application form and late applications may not be considered.

The number of places available in TY may vary year to year, depending on the number of students that apply, and necessary restrictions imposed by timetabling and staff resources.

The Admissions process involves:

- An Information Evening for the parents/guardians of 3rd year students on Senior Cycle options, including TY.
- An Information Session for all 3rd year students presented by the Programme Coordinator on TY in March-April of 3rd Year.
- Together with their parent(s)/guardian(s), the student must sign the Transition Year Student Contract and submit it with the application form.
- A consistent record of positive attendance and behaviour at Junior Cycle is required for admission to TY. Applicants, who are unable to demonstrate this, may not be offered a place in TY.

- Applicants may be interviewed for the programme by members of the Admissions Team.
- The Admissions Team will then decide whether the applicant is suitable for admission to TY. This decision will be communicated to the student and their parents in writing. Where the Admissions Team considers an applicant unsuitable for TY, the reason(s) for this will be outlined to the student and their parents.
- Where the number of applicants deemed suitable exceeds the number of places available in TY, a Waiting List will be drawn up and places allocated by way of lottery.
- Where a student is offered a place in Transition Year and subsequently withdraws from the programme and opts for the Senior Cycle or Applied Leaving Certificate course, their subject options for Fifth Year will be allocated only after the options process for that year's TY and 5th Year students, who did not apply for TY, has been completed first.

Provisional Admission to TY

The Admissions Team may, at its discretion, decide to provisionally admit a student to TY. Students provisionally admitted to TY will be assessed based on a set of specified targets and criteria prior to the end of the school year (third Year). Where a student has not met the specified targets and criteria, their offer of a place in TY may be withdrawn and the student will be placed in a Senior Cycle or Leaving Certificate Applied class.

Reasons why the Admissions Team may decide to offer a provisional place include, but are not limited to:

- The student's prior record of self-discipline would not meet the more self-reliant learning standards required in TY
- The student's prior record of attendance would not meet the standards required in TY

Where a student is offered a provisional place in TY, the reasons for the provisional nature of the admission will be communicated to the student and their parent(s)/guardian(s) along with:

- The specific targets and criteria under which the student will be assessed at the end of third year
- The date at which the review of these targets and criteria will take place in May of third year

Withdrawal of place in TY

While every effort will be made to assist those admitted to the TY programme, in ensuring they are able to engage successfully with the programme, it may become necessary to withdraw a student's place in TY, after they have commenced the programme.

Should this become necessary, the decision will be made by the TY Team with the Programme Coordinator and Senior Management Team and communicated in writing to the student and their parent(s)/guardian(s).

Reasons why a student's place in TY, may be withdrawn, as outlined above include, but are not limited to:

- The student's record of attendance and punctuality is consistently failing to meet the required standard and has not improved to an acceptable level despite repeated interventions.
- The student's record of self-discipline is consistently poor and has not improved to an acceptable level despite repeated interventions.
- The student's continued participation in the programme is considered to be detrimental to the order, discipline and educational welfare of the other students in their class.

Appeals

Where a student already enrolled in the school has not been offered a place in TY or has had their place in TY withdrawn, the student and their parent(s)/guardian(s) may appeal this decision to the principal in writing. The appeal must be made within seven days of the date of the written notification of the decision not to offer or to withdraw a student's place in TY sent to the student and their parent(s)/guardian(s).

The decision of the principal on appeal is final.

External Applications

Applications for admission to Scoil Chonglais are considered under the terms of the school's Admissions Policy and Admissions Notice that are in force at the time of the application.

The number of places available in TY may vary year to year, depending on the number of students that apply, and necessary restrictions imposed by timetabling and staff resources. As a result, places in TY will not be offered to external applicants until after the internal TY admissions process has concluded in any given year, usually April.

Conclusion

Transition Year is a standalone, student-centred experience focused on developing the whole person. It empowers students to grow with confidence, explore future possibilities, and flourish as learners, leaders, and citizens.

Transition Year does not suit all students. TY is an activity based, self-directed programme, which entails learning both inside and outside the classroom. Students, who are self-motivated, can work hard, and adapt well to new learning experiences gain most from the TY Programme.

For students who are unsure as to whether to apply for TY or not, a good idea may be to speak to a current TY student, or a student who has completed the programme previously, and learn from them. But ultimately the student needs to make the decision for and about themselves.

Ratification by Board of Management

This policy was adopted and ratified by the Board of Management in **May 2025**.

Board of Management Next Review

This policy will be reviewed by the Board of Management in **May 2026**.

Appendix One: Transition Year Handout

What is Transition Year / TY?

Transition Year (TY) is a one-year school-based programme between Junior and Senior Cycle. It is designed to act as a bridge between the two, facilitating smooth transition from the more dependent learning of Junior Cycle to the more independent self-directed learning Senior Cycle.

What are the aims of TY?

The Transition Year programme in Scoil Chonglais is consistently evolving to meet the needs of our students. We are constantly striving to:

1. Nurture the development of our students as a whole person by building on their previous experiences, through a curriculum designed by the school that is aligned to the TY Programme Statement.
2. Create space and opportunities for meaningful, enjoyable learning experiences through which the key competencies of our student can be developed in the classroom and school, in the home and in their role as local, national and global citizens
3. Expand our student's experience and awareness of diverse future pathways and nurture our student's capacity to sustain their growth and development through a process of lifelong learning
4. Evolve continuously to support the learning and development of our students through a reflection and renewal process involving students, teachers, school leaders, parents and community partner.

The Transition Year programme gives students the time and space to mature, develop self-confidence and grow in independence. Students are encouraged to forge new links and nurture new interests within the school community, the broader community and in society. TY is about personal development, embracing new challenges and looking ahead to the future. Students are encouraged to develop new skills, discover personal strengths and explore career opportunities. They will foster public speaking and presentation skills through mock interviews and active learning methodologies across all subjects.

The school takes great pride in offering a TY Programme of the highest quality and standard with the cost of activities and events heavily subsidised by the school for our students.

Transition Year Programme Design

TY subjects include Irish, English, Maths, Geography, History, European Languages, Business Studies, Accountancy, Science- Biology, Chemistry, Physics & Ag Science, and Practical subjects- Art, DCG, Music, Construction and Engineering. Other TY modules that are specific to TY include; Careers, Creative Writing, Life Skills, Gaisce, Recreational Studies (PE), Enterprise, GAA Leadership, Coding, Fashion (Junk Kouture) and Young Scientists.

Transition Year Work Experience

Work Experience is an integral part of the TY programme and helps to prepare students for independent work. Students engage in the world of work and have opportunities to develop personal and social skills through a range of experiences which are designed to challenge students beyond the boundaries of the classroom. Work experience is carried out weekly on a Wednesday and students complete a 2-week block of volunteering in February.

In the 2025/2026 academic year students will also engage with a Reflective Portfolio, which allows students to collect, reflect and share their work. Students will then present on this journey at the end of the school year in an interview setting.

TY Workshop & Trips

- European Trip
- Baltinglass Adventure Trip
- Adventure Overnight Trip
- First Aid Training
- Self Defence
- Interview Workshop Skills Workshop
- Create School Film Making Module
- Create School Podcasting Module
- Drumming Workshop
- Gambling awareness
- Road Safety Workshops
- Mondello Early Drive Day
- Barista Training
- TY Craft Workshops

Transition Year Cost & Application process

The fee for TY is €500. A deposit of €100 is due on acceptance into the TY programme and the balance is paid before the start of the 2025/2026 school year. All fees are payable through Way2Pay. Students who are interested in doing Transition Year must complete the enclosed Transition Year Application.

**The application form must be returned to Ms. Betty Dixon by the 14th of March 2025.
A Way 2 Pay link will then be set up for €100 deposit.**

Appendix Two: Transition Year Application Form

Please return this signed form to Ms. Dixon on or before Friday 14th March 2025

Name: _____ Class: _____

Address: _____

Please select one for each of the following questions:

1. Please rate your application to study and do homework throughout the Junior Cycle:

☐ Excellent ☐ Very good ☐ Good ☐ Average ☐ Poor

2. Please rate your attendance and punctuality throughout the Junior Cycle:

☐ Excellent ☐ Very good ☐ Good ☐ Average ☐ Poor

3. Please rate your behavior throughout the Junior Cycle:

☐ Excellent ☐ Very good ☐ Good ☐ Average ☐ Poor

4. Briefly outline one reason why you would like to do transition year?

5. Personal Statement – give a summary of your interests, talents, abilities and achievements.

References

Please ask two teachers to sign this form as a recommendation for you for TY.

Name of teacher: _____ Signature: _____

Name of teacher: _____ Signature: _____

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____