



**Leaving Cert  
Foundation Year  
Transition Year  
Programme (TY)  
2018-2019**

**Transition Year Coordinator: Noel Cunningham  
[n.cunningham@thekingshospital.ie](mailto:n.cunningham@thekingshospital.ie)**

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## Introduction to Transition Year

"The Transition Year Programme aims to promote the personal, social, educational and vocational development of students and to prepare them for their role as autonomous, participative and responsible members of society."

Transition Year at The King's Hospital school is compulsory for all students. The course is designed as a bridging year between the junior cycle which is very much dependant on teacher led learning and the senior cycle which involves much more independent, self-directed learning.

Transition Year at The King's Hospital school is a 'portfolio based' course. The portfolio is a systematic collection of work that shows individual effort, progress and achievement in all areas of school life. It acknowledges all aspects of the T.Y. curriculum and provides a comprehensive record of students' efforts.

The curriculum is learning led rather than exam driven which allows for assessment to take place in various ways including the oral presentation of the portfolio in April/May of each year. This allows the students to self-assess and to set their own goals for each year.

### Aims

- Foundation for the Leaving Certificate
- Orientation towards the world of work and decision making
- Personal Development – education for maturity, social awareness and social competence
- Promotion of general technical and academic skills with an emphasis on interdisciplinary and self-directed learning

### Objectives

- To foster the student's personal growth, development and confidence
- To prepare students for their role as autonomous, participative and responsible members of society
- To encourage students to become competent in oral presentations
- To promote the use of I.T. by students in all subjects
- To enable students to take responsibility for their own learning
- To enable students to experience a wide variety of subjects not normally available to them
- To help pupil in self-discovery – strengths and weaknesses

## Fees

- The fee for Transition Year is **€420**. This fee is included on the fee invoices issued half yearly in July and December and payment is due with school fees prior to the start of term in August and January.
- **Sports Leadership** (optional – this is a module in the Practical Block).  
€35 for Level 2 and €60 for Level 3.
- **Cambridge Profile Aptitude Test and Eirquest Test** (Careers Dept): **approximately €40**
- **ECDL: €200** (optional – this is a module in the Enterprise Block)  
This year we went with an alternative program called **Microsoft Office Specialist (MOS)** and the school covered the (much lower) cost. We will review both options at the end of the year.
- **Life-saving, First Aid and Self Defence** (optional evening activities): Cost to be confirmed
- **Foreign trip**. This trip is optional and the cost will be **approximately €600** (see next page for more details).

**Please note that the standard King's Hospital codes and terms continue to apply to Transition Year as in all other school years. Therefore, a student is expected to attend for the full academic year. No refunds or reduction of fees will be due where a student is removed from the school for a period of time during Transition Year. For clarification purposes, where a full school term's notice is given before the removal of a student in Transition Year, a refund of fees will only be applied where the student is not returning to the school for 5<sup>th</sup> Year.**

**As always, if a student will be absent for a period of time you still need to give notification to the school to that effect through the student's Houseperson.**

## Foreign Travel

A further aim of Transition Year is to provide opportunity for all students to experience foreign travel. The destination for the academic year 2018/2019 is Italy. These excursions are generally priced at approximately €600 in order that the price be within reach of all parents. Students are asked to receive this trip as their Christmas and birthday presents so as to not put additional financial burden on their parents. In addition to these annual trips Transition Year students can avail of longer trips to developing countries. The school has a long tradition of helping less fortunate communities in the developing world. These trips do not happen annually but approximately every two years. In a year where a trip like this does not happen in Transition Year it will be open to those students when they are in fifth year as well as the current Transition Year students.

Over the past 10 years trips have included:

- Work in an aids orphanage (Zambia)
- Building houses with habitat international (Brazil)
- Work in a school (Thailand)
- Work with the Hope Foundation (Calcutta)

## September Induction

The September induction takes place over the first two weeks in September. The aims of this period are as follows:

- To integrate new students into the school.
- To provide information on the T.Y. programme.
- To motivate the students to set their goals and start working early.
- To provide information on where help can be obtained for research and project work.
- To prepare for signing of contract.
- To outline assessment schedule and portfolio deadline dates.
- To sign up for different courses and activities.
- The induction takes the form of a number of guest speakers from outside of the school community and those inside the school community.
- The induction period finishes with a four-day team building trip in an outdoor pursuits centre in Killary Harbour <http://killaryadventure.com>.

## Transition Year Subjects and Modules

The following is a list of subjects offered together with the number of class contact times per week and where relevant the length of the modules. There is a balance between the academic and the non-academic. Modules are regularly reviewed and assessed by staff and students, therefore subjects and modules offered can change from year to year.

### Overview

Subject	Periods per week
Irish	4
English	4
Maths	4
History	2
Geography	2
Science	3
P.E.	2
I.T.	2
Lifeskills	3
Lectures/ Trips	2
Portfolio	1

### Portfolio Class (1 period per week)

The portfolio class plays a central organisational role in T.Y. The aims of this class are:

- To assist the students in T.Y. in becoming self-directed learners.
- To assist students in setting goals and obtaining them.
- To assist students in managing their work load and keeping deadlines.
- To prepare students for the world of work in work experience; writing applications, developing the proper attitude for the workplace, dress code and presentation etc.
- To prepare students for making important decisions about the future
- To introduce the idea of *leadership*.

Between September and Christmas of each year the portfolio class will cover certain aspects of Albert Schweitzers "Leadership for Life" programme.

From Christmas to June of each year the portfolio class will cover aspects of the world of work, in preparing students of work experience and for their portfolio presentation and interview. During the course of the year the portfolio teacher will also assist subject teachers in monitoring the progress of work set by the various departments for the portfolio. A Christmas and an April checklist are generated. Any student who falls behind at Christmas is referred to the T.Y. Co-ordinator in mid-January for a target setting meeting with parents. The portfolio is presented by the students to a panel consisting of their portfolio teacher, a member of Senior Management and in some cases to a member of the Parents' Association in May of each year.

## Optional Subjects

### Block A (3 periods per week)

One subject to be selected from the options below. The student will continue to study this subject throughout the year. The subject they choose here should be one that they intend studying for the leaving certificate.

- Business Studies
- Home Economics
- DCG/TG
- Music
- Art

### Block B (3 periods per week)

This option is designed to give students a flavour of some other subjects which they may not have taken at Junior Cert level. Students will choose from **three** of the remaining subjects above but this time will rotate through their choices throughout the year.

### Life-Skills (3 periods per week)

An interdisciplinary approach involving the Religious Education, the Career Guidance and the S.P.H.E. departments.

It consists of the following modules (students rotate through each of these throughout the year):

- Substance abuse and Emotional and Mental Wellbeing
- Proficiency with powerpoint/ internet safety
- Driving safety
- Healthy living
- Religious education
- Careers

### Enterprise (2 periods a week – no rotation)

- E.D.C.L. / Certificate in advanced Microsoft
- App Development
- Audio Visual Editing
- Mini Company

Given the emphasis on small indigenous enterprises in the hope of reenergising our economy this module gives students the opportunity to form their own business. They can apply to the *Parents Association* for a start-up grant and go through the whole process from concept to production and sales. At each point they follow a carefully laid-out plan learning the theory and putting it into practice. Students who take this module also enter the County Enterprise Competition.

- TY Newsletter (web-based)

For those not interested in business they can take part in the school T.Y Newsletter.

Traditionally a paper production it is now a web based paper downloadable from the school website.

- European Studies

#### Practical Block (1 double-period a week)

The objective(s) of the classes in the Practical Block is to give students the opportunity to carry out practical work in a syllabus area not formerly studied and/or to further develop skills and abilities in an area already studied. In all cases the aim is to maximise the practical element of the subject and provide a “hands on” learning experience.

Note that the *Social Etiquette* and *IT* modules are compulsory for all students, but students can then pick from any three of the remaining modules and rotate through each over the year:

- Drama (students taking this option do not rotate until it finishes in late January)
- Sports Leadership (students taking this option do not rotate and a fee of €35 applies for Level 2 and €60 for Level 3).
- IT (with an emphasis on using googlesites for portfolio work).
- Social Etiquette
- Photography
- Pottery
- Video Editing
- Cooking
- Electronics
- Stewart’s Hospital
- Light and Sound
- Archiving (students taking this option do not rotate).

In addition to the above, Life-saving, First Aid and Self Defence are offered as evening activities.

## Assessment

Students in Transition Year currently have class assessments at Christmas and formal exams at summer.

Although homework is still set continuous assessment takes place through project work, oral presentation, team work, report writing and practical work. Teachers are encouraged to use different teaching approaches with an emphasis on:

- Collaborative Learning
- Group Work / Pair Work
- Role-play / Simulations
- Project Work / Fieldwork
- Out-of-school Activities
- Visiting Speakers
- Negotiated Learning
- Practical Work

All these pieces of work are kept in the online portfolio using *googlesites*.

**A grade of *Pass – Merit – Honours or Distinction* is awarded at the end of the year. Each pupil will receive a certificate from the school to this affect.**

**Parents will also receive three reports from the school:**

- **A *Christmas report* detailing subject exam reports and a portfolio mark.**
- **An *Easter report* detailing extra-curricular work, effort in life-skills, effort in portfolio and sporting achievements.**
- **The final *Summer report* will detail subject exam results and final portfolio grade.**

## Lectures and Thursday Trips

The lectures block has been developed in consultation with all the school partners. Guest speakers and courses are organised at the request of the Board of Management, the Parents Association and the students themselves. A list of annual events and courses are detailed below and various other trips and speakers will be organised during the course of the year.

<b>Speakers</b>	<b>Trips</b>	<b>Workshops</b>
Science Show	The National Museum	
Public access to Law	Kilmainham Gaol	
Internet Safety	Early Drive Mondello Park	
Book Authors	Geography Fieldtrip	French Theatre for Schools
Road Safety - An Garda Síochána	Collins Barracks	Samba Music Workshop
Eating Disorders	Croke Park / The GAA Museum	Music Composition Workshop
Irish poet or writer	Gaelic Games practical class	Drugs and Alcohol Abuse - Kevin Deering
A talk on entrepreneurship	Theatre Trip	
		Drama Workshop
	Trip to Newgrange and Botanical Gardens	
	A trip to Leinster House	
	European Studies	

## Preparation for the World of Work

### Careers Day

This aspect of work forms a large part of Transition Year. In November the Careers Department organise a Careers Day. On this particular day we invite past pupils, parents and outside organisations to make presentations on their careers to the T.Y. students. In the past up to thirty talks take place of which each student can choose to attend five.

### Life-skills Module

Each pupil takes a six week life skills course with a Guidance teacher in which they explore various career paths. They do their career inventory and learn how to put their C.V. together. They also have an opportunity to take part in the Be Real game which the school piloted a number of years ago. Each pupil prepares a personal career profile using the schools careers library and the various self-assessment exercises they will have completed. The students give a presentation to the rest of the class on a career area of their choice.

### Cambridge Profile Aptitude Test and Eirquest Test

Before Christmas each pupil will have completed the Cambridge Profile Aptitude Test. In the Spring Term the results of the tests will be returned to all students of Transition Year. Students will be more informed regarding choices they can make as to work experience.

### Work Experience

Each pupil will undertake two weeks work experience. The planning for the world of work and the follow up to the time of work experience will be integral to the life skills programme and the Portfolio class. Where possible the type of work chosen should be related to any likely long term interests or aspirations of the pupil. That said ruling something out is as valuable as ruling a career path in. As an educational experience its value would be enhanced by individuals finding their own work experience. Please note that the insurance policy will only cover students for placements of a clerical or work shadowing capacity and will not cover placements of a hazardous nature. It is usual for students not to be paid for work experience and they should not enquire of any such benefits. Each pupil will keep a journal detailing preparation for, details of and follow up to work experience. Students and Employers reports on the work experience may be included in the portfolio at the end of the year.

Please read the rules on work experience on the next page from Ms Cummins – the TY Work Experience Coordinator.

**Please note that organising work experience outside of the specified dates is disruptive to school life**

## Form 4 Work Experience

*Please read through the following information and then file for future reference.*

Dates for 2018/2019 Work Experience:

**Monday 04<sup>th</sup> February - Friday 15<sup>th</sup> February**

- In these two weeks, the students can have one job running for the duration or two jobs of one week each.
- It is school policy that no student is to be given permission to miss class to complete a Work Experience Placement outside of the two allocated weeks, unless for a recognised TY specific Programme or Course. If a student has been accepted for such a course, the details must be sent to me in advance so that the necessary arrangements can be put in place.
- One of the aims of Work Experience is to give the students an insight into the 'working world'. It is essential that where possible, they choose work experience in a field where they have a genuine interest in pursuing a career.
- There are restrictions as to what we can allow Form 4 students to do during their work experience. They are to SHADOW and OBSERVE professionals and are not to undertake any work that is outside their capabilities. I shall need exact details of jobs and intended work descriptions so that I can ensure that they shall be covered by the school's insurance policy. Unfortunately the School's Insurance Policy cannot insure students outside the EU so if a student finds a placement outside the EU, they must organise their own insurance.
- It is written in Irish Legislation that once a student is 16 years or over, they must be Garda Vetted in order to work with minors (anyone under 15). To avoid congestion after Christmas, the HR Department shall start the vetting procedure in September.
- Over the summer months the students need to think of any careers that they may wish to investigate to get the most benefit from their work experience. They also need to start applying for placements.
- We strongly discourage students to work in the family business or with family friends.
- Some institutions run courses for Transition Year students that must be applied for well in advance (e.g. DCU, Cathal Brugha Barracks, UCD Conway Institute etc) so this may need to be investigated and applied for sooner rather than later. Word of mouth from previous TY students is a great source of information in this regard, and of course the Careers Department.
- The students must find the placements themselves, with guidance from their portfolio teachers and indeed you, their parents/guardians.

- **For the duration of work experience, Form 4 boarders do not stay at the school. They generally stay at home or with relations, whatever may be convenient for their chosen job. Under exceptional circumstances, Overseas Students can apply to stay at the school with a suitable 9 pm -5 pm placement in the local area. Application deadline to stay in school over the work experience period is 17<sup>th</sup> Dec 2018 and will be decided upon on a case by case basis.**
- The two weeks of work experience is during the school term and so school rules shall apply, no smoking etc.
- If they are absent from work any day both their employer and the school must be notified.
- In the latter half of the Autumn Term you shall be emailed a form. The deadline for return of these forms is Monday 8<sup>th</sup> of January (all electronic).
- We will be looking for job description details and employer contact details along with intended accommodation details. This information is essential to ensure that our students are covered by the school's insurance.
- It is important that we help our students have a positive, rewarding and realistic experience and so we need to guide and encourage them, but we also need them to appreciate that doing the "leg-work" necessary to secure a position is an integral part of the experience.
- We will be keeping parents/guardians informed throughout the year so that you can offer the necessary support to our students in their search for placements. It is therefore essential that the school has your correct email address.

If you have any queries regarding work experience, please contact Orla Cummins, Work Experience Coordinator at [workexperience@thekingshospital.ie](mailto:workexperience@thekingshospital.ie)

## Subject Choices for Leaving Certificate

### Leaving Certificate Subject Choice

In preparation for the world of work and university life it is of huge importance to spend time discussing the right subject choices for the Leaving Certificate. During the Spring Term there will be a *subject choice week* for Transition Year students. This will take the form of subject coordinators presenting their Leaving Certificate courses to the year group and the benefits or usefulness of their subjects to career choice and university requirements.

### Subject Choice presentation for parents

Following on from this week the Career Guidance Department will hold an information session for all parents and students of Transition Year on the choices available to them and what must be taken into consideration and discussed before any decision takes place.

### Form 4 Parent Teacher Meeting

The *Form 4 Parent Teacher meeting* takes place directly after the Subject Choice presentation (above). This allows for further discussion of choices with the subject teachers and is very useful in assisting parents and students in choosing their Leaving Certificate subjects on the advice of their teachers.

## Certification

- Department of Education and Science Certificate
- The King's Hospital Portfolio Certificate awarded at Pass-Merit-Honours-Distinction
- I.T. Certificate for word processing and powerpoint – The E.C.D.L. is available for 25 people on a lottery basis. All students in T.Y. will receive two periods of I.T. per week plus an extra six week block of two further classes. Each pupil will complete an exam in word processing and powerpoint presentation through The Irish Commercial Examining Board.
- Gaisce – Lifesaving – First Aid (Red Cross) – Self Defence – Soccer Skills (FAI) – Hockey Coach – Rugby junior referee – Safer Driving – E.D.C.L. – European Youth Parliament – Public Access to Law – Word Processing etc.

**If you have any queries regarding Transition Year, please feel free to contact Noel Cunningham, Transition Year Coordinator at [n.cunningham@thekingshospital.ie](mailto:n.cunningham@thekingshospital.ie)**