

Presentation Secondary School Listowel

Co. Kerry



Transition Year Policy

Date of policy adoption

This Policy was ratified by the Board of Management of Presentation Secondary School, Listowel

Signed Shane O'Donoghue Date 27/5/25
Chairperson, Board of Management



Transition Year Policy

Presentation Secondary School Listowel

Transition Year (TY) at Presentation Secondary School Listowel is an optional one-year programme designed to offer students a broad educational experience that promotes personal development, social awareness, and a sense of responsibility. The programme encourages maturity and prepares students for senior cycle studies while fostering independence and critical thinking.

Aims of the Transition Year Programme

The TY programme aims to:

- Provide students with opportunities to develop life skills, resilience, and self-confidence.
- Enhance academic, personal, and social development through a variety of learning experiences.
- Encourage active citizenship and teamwork.
- Allow students to explore potential career pathways through work experience.
- Offer a diverse curriculum that includes academic subjects, project-based learning, and extracurricular activities.

Why Choose Transition Year?

Students may choose TY for various reasons, including:

- A desire for personal growth and increased confidence.
- Exploration of different subject areas before making Leaving Certificate choices.
- The opportunity to gain practical experience through work placements and extracurricular activities.
- The chance to develop key life skills such as communication, teamwork, and leadership.
- A break from the traditional exam-driven environment, allowing students to focus on holistic learning.

Goals for TY Students

Short-Term Goals:

- Develop new skills and discover personal strengths.
- Gain experience in different career fields through work placements.
- Improve teamwork, leadership, and communication abilities.
- Engage in community service and social awareness projects.

Long-Term Goals:

- Build a strong foundation for senior cycle studies and future career paths.
- Enhance employability through work experience and skill-building activities.
- Develop a well-rounded perspective on personal development and social responsibility.
- Increase self-confidence and independence in preparation for life beyond school.

Admissions Policy

- Transition Year is an optional programme open to students completing the Junior Cycle.
- Students and parents/guardians must submit an application form, which may include a personal statement from the student.
- Admission is subject to an interview process that considers student suitability, motivation, attendance, and behaviour records.
- The school reserves the right to limit the number of students accepted into the programme based on available resources.
- Students are required to attend an interview as part of the selection process.
- Parents/guardians and students must agree to abide by the rules and expectations of the TY programme.

Assessment and Reporting

- Transition Year does not follow a traditional examination model but includes continuous assessment through:
 - Credit grading system, based on 10 credits per subject. This is divided up into credits for attendance, participation/engagement and specific assessment methods decided by the subject teacher (written/oral assessment, project, etc.)
 - Project work and portfolio assessment.
 - Participation in activities and workshops.
 - Written and oral presentations.
 - Reflective journals and self-assessment.
 - Work experience evaluations.
-
- Reports on student progress will be issued in October, February and May.

Payment and Fees

- A TY fee is required to cover the cost of activities, workshops, guest speakers, and excursions.
- The TY fee must be paid in full by beginning of the academic year (September).
- The amount is reviewed annually and communicated to parents/guardians in advance.
- Payment plans may be arranged for families requiring financial assistance.
- Additional costs may arise for specific trips or optional events, which will be communicated in advance.
- Any student wishing to secure a space on overnight/out of school/foreign trips must have paid TY fees in full and have minimum 90% attendance.
- Fees for TY are to be paid in full before a student can book a school tour place

Opportunities Provided in TY

- Students in TY have access to a wide range of opportunities, including:
- Work experience placements in various industries.

- Participation in community service and volunteering projects.
- Engagement in national and international competitions.
- Development of STEAM skills through participation in Sci-Fest, BT Young Scientist, STEM Passport for Inclusion.
- Attendance at leadership and self-development workshops.
- Outdoor education, adventure trips, and team-building activities.
- Involvement in school musicals, debating, and other extracurricular activities.
- Exposure to guest speakers and industry professionals.
- Subject tasters to help inform Leaving Certificate choices.

Activities and Excursions

- A key component of TY is participation in a variety of activities, including:
- Work experience placements.
- Work experience placements may require Garda Vetting, which students over 16 years old will need to complete prior to beginning their work experience in that facility.
- Community service projects.
- Outdoor education and team-building activities.
- Subject-specific modules and workshops.
- Guest speakers and industry visits.
- National and international educational trips (where feasible).
- Attendance at activities and excursions is mandatory unless otherwise stated.
- Parents/guardians will be required to sign permission slips for all external trips.

Review and Evaluation

- The TY programme is reviewed annually to ensure it meets students' educational and developmental needs.
- Feedback from students, parents, and teachers will inform programme improvements.
- The policy is subject to periodic review by school management and the Board of Management.

Approved by: _____

Date: _____

Appendix

Transition Year Credit System

Subject	Max Credit	Credit Awarded	Teacher Signature
English	10		
Irish	10		
Maths	10		
Science	10		
MFL	10		
Art	10		
DCG	10		
ICT	10		
GAA Future Leaders	10		
SPHE	10		
STEM	10		
Enterprise	10		
PE	10		
Participation	10		
Attendance	20		
Portfolio Reflection	20		
Work Experience	20		
Total	200		

Grade	Credits	Grade Awarded
Distinction	160+	
Merit	100-160	
Pass	80-100	
Fail	Below 80	

Each individual subject can decide on the breakdown of their credits – **attendance & participation/engagement MUST be allocated credits for each subject.**

Sample – Science 10 credits

Attendance: 2 credits

Project work: 2 credits

Written Assessment: 2 credits

Practical Assessment: 2 credits

Participation: 2 credits

WORK EXPERIENCE ATTENDANCE RECORD

Name: _____ Date: _____

Week	Business Name	Date	Employer's Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			



Student's Name: _____

Place of Work: _____

Please mark the student on a scale of 1-5, 5 being the highest mark.

	MARK / COMMENT
APPEARANCE	
PUNCTUALITY	
COURTESY	
ABILITY TO WORK AS PART OF A TEAM	
ABILITY TO TAKE INSTRUCTIONS	
ABILITY TO WORK ON HER OWN INITIATIVE	
APPLICATION TO THE TASK AT HAND	

Any further comments:

--

Signature: _____ Date: _____