

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

Phone: 056 7721402

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ADMISSION TO TRANSITION YEAR Policy May 2022)

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| School Name: | Christian Brothers Secondary School, Kilkenny |
| School Address: | James's Street, Kilkenny |
| School Details: | CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school. |
| School Management: | The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998. |

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Introduction

CBS Kilkenny is guided by the Edmund Rice School charter whose values are underpinned by a philosophy of education that has at its center the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds—spiritual, ethnic, language, special needs—as a gift that will enrich the community of the school and promote the growth and learning of all. We value each student and his family.

The Transition Year Program

It is the stated intention of the Board of Management of CBS Kilkenny that as many students as possible experience the Transition Year Program in the school. This program is designed to broaden the educational experience of the student, help the student make the transfer from Junior Cycle to Senior Cycle and to further prepare him for the Leaving Certificate Program.

A copy of the Transition Year Program is available in the school office.

The Transition Year Program offers students a unique opportunity to develop in a number of important areas.

Personal: To help students develop their unique personality and character towards a more positive and confident self-image.

Study/Work: To develop independent work and study habits appropriate to the Senior Cycle.

Career: To become familiar with workplaces outside school and possible career paths.

Social: To become more informed about society and more skilled at dealing with people.

Application Procedure for Enrolment into the Transition Year Program

Applications will be considered subject to the school's Admission Policy.

Each year the Transition Year Coordinator along with the Principal of the school hosts an TY Information evening meeting or Virtual Information evening meeting where a provisional copy of the planned Transition Year Program is made available to the parents/guardians of Third Year students who are considering applying for a place in 4th Year. The TY Coordinator will also give a presentation to each Third Year class where he will outline the nature of the Transition Year Program.

The CBS Kilkenny TY Admission process continues with the distribution of application forms to those Third Year students who now wish to be admitted into 4th Year to undertake the Transition Year Program.

On return of the completed applications, each form is examined by the TY Coordinator in consultation with members of the supporting TY Core Team.

Because of the finite nature of resources, it may not be possible to accept all students that apply. In such circumstances, the following limits and criteria will apply:

1. Students must have displayed a reasonable willingness, cooperative spirit and capability to follow programs that allow varying levels of supervision.
2. Where demand exceeds the number of spaces in a class, then a lottery will be held amongst the qualifying applicants. The Principal, TY Coordinator, TY Core Team and a member of the Board of Management, will oversee this lottery.
3. In the event that an application to enter TY is refused, the parents/guardians of the student may lodge an appeal by writing to the Principal, CBS Secondary School, James's St, Kilkenny, outlining the grounds for their appeal. The principal, the TY Coordinator and parents/guardians will seek to reach an outcome that is satisfactory to all parties. In the event that this is not possible, the Board of Management reserves the right to arbitrate, taking account of the views of all parties and the welfare of other students and staff.
4. In a small number of cases, students who have had a record of unsatisfactory attendance or behaviour in Junior Cycle may be facilitated to access the TY Program under a Behaviour Contract. This provides them with the opportunity to improve their attitude and to ensure that they can make a meaningful and positive contribution to the TY Program.

This school has high expectations of students during Transition Year. TY students are expected to **contract** to do the following: (**See Appendix B: Contract of Learning**)

- Actively participate in the opportunities offered throughout Transition Year.
- Develop work and study habits appropriate to the Senior Cycle.
- Establish positive and respectful relationships with fellow-students and teachers.
- Participate in the classroom and complete homework and other assignments on time, to the required standard.
- Observe the rules and regulations of the School with regard to conduct, attendance, punctuality and uniform.
- Give their time and energy to a special area of learning outside their routine responsibilities during school time.

This Contract of Learning is issued to each student on the first day of induction into 4th Year following their return from the summer holidays.

APPROVAL

This policy has been approved by the Board of Management (BOM) of CBS Secondary School Kilkenny:

Date _____

Chairperson, BOM

Appendix A

Transition Year Application Form

Below is a typical TY Application Form (Google Form) but this is subject to change annually.

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| <p>Transition Year Application Form STUDENTS, IN CONSULTATION WITH PARENTS/GUARDIANS, MUST COMPLETE THIS APPLICATION FORM</p> <p>*Required</p> <p>Criteria for selection into the above program: Completion of Third Year and Junior Cycle Examination. A proven commitment to good behaviour, hard work, attendance, punctuality and good study habits. Commitment to full engagement and participation with the Transition Year program. Satisfactory completion of this application form and payment of the Transition Year fee of €400.</p> <p>The Transition Year charge does not include costs of any overnight trips.</p> <p>This application form must be completed and returned through Google Forms no later than 4pm, Monday 7th March, 2022. Late application will affect the granting of a place on this program. Students will be informed as to whether they have been successful in gaining their place on the above program in due course. Unsuccessful students can appeal the decision to the principal.</p> <p>A deposit of €300 must be paid by June 1st 2022. The remaining balance of €100 must be paid by August 19th 2022. All payments can be made online using VSwire or by cash or cheque through the School Office. If the full charge is not paid by August 19th 2022, the student's place on the Transition Year Program will be relinquished.</p> <p>Please complete the following with the assistance of your Parent(s)/Guardian(s).</p> <p>1. Student Name *</p> <p>_____</p> <p>2. Student Address *</p> <p>_____</p> | <p>3. Eircode *</p> <p>_____</p> <p>4. Student Date of Birth *</p> <p>Example: 7 January 2019</p> <p>_____</p> <p>5. Parent Contact Phone Number *</p> <p>_____</p> <p>6. What has motivated you to apply for the Transition Year Program at CBS Kilkenny Secondary school? (Minimum 100 words) *</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>7. What are your PERSONAL aims for Transition Year? (Minimum 100 words) *</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
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Appendix B

Meánscoil na mBráithre Críostaí, Cill Chainnigh **Christian Brothers Secondary School, Kilkenny.**

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CONTRACT OF LEARNING DURING TRANSITION YEAR

Transition Year will help you to make the transfer from Junior Cycle to Leaving Certificate.

It offers you a unique opportunity to develop in a number of important areas:-

| | |
|--------------------|--|
| Personal: | To help you develop your personality and character towards a more positive and confident self-image. |
| Study/Work: | To develop independent work and study habits appropriate to Senior Cycle. |
| Career: | To become familiar with workplaces outside school and possible career paths. |
| Social: | To become more informed about society and more skilled at dealing with people. |

CBS Secondary School Kilkenny has high expectations of you during Transition Year. Here we outline our requirements with regard to work and behaviour. Transition Year students are expected to:-

1. Actively participate in the opportunities offered throughout Transition Year.
2. Develop work and study habits appropriate to the Senior Cycle.
3. Establish positive and respectful relationships with fellow-students and teachers.
4. Participate in the classroom and complete homework and other assignments on time, to the required standard.
5. Observe the rules and regulations of the School with regard to conduct, attendance, punctuality and uniform.
6. Give their time and energy to a special area of learning outside their routine responsibilities.

Signing this contract is a mark of your commitment to the success of your Transition Year. From the point of view of teaching staff, it represents our commitment to treat Transition Year students as young adults participating in a course that we have planned with the goals of developing greater maturity, relevant skills and an orientation to the working world.

CONTRACT

I, _____ have read and understand the Contract of Learning.

I accept the conditions set out for Transition Year as reasonable and appropriate to Senior Cycle students. I will work and behave according to the requirements set out on the previous page.

Signed:

Student

Date:

Parent/Guardian

4th Year Head/TY Coordinator