



## St Oliver Post Primary

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Principal: Mr. Brendan Corcoran

Deputy Principal: Mr. Michéal McCafferty

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23<sup>rd</sup> May 2022

Dear Parent/Guardian,

Next year is a new and exciting year for you son/daughter who has either been offered a place on the Transition Year Programme or has been offered a provisional place on the programme.

### **STUDENT REQUIREMENTS FOR TRANSITION YEAR**

#### ***Uniform***

Full school uniform is required for regular school days but we request that each TY student wears a plain coat/jacket. General hoodies/Regular Sweatshirts/Team Jackets are not allowed.

#### ***TY Hoody***

TY students are involved in several various trips away, active workshops and courses such as Sports Leadership/Driving School/CSI etc. We request students to wear their full PE uniform which includes 1. TY Hoody 2. Navy or Black Tracksuit bottoms. The TY Hoody will be ordered for your son/daughter so we will request him/her to complete a form indicating their preferred size. This form will be shared with students on the TY 2022.2023 Team on Monday 23<sup>rd</sup> May.

#### ***Subject Requirements***

In order to ensure that your son/daughter is fully organised for all their new classes they **must** have the following items with them on their first day:

*(Please note that your son/daughter should have many of these items from Junior Cycle.)*

- A4 Folder, A4 Dividers and A4 Refill pad
- 100 pack of Plastic Pockets
- 5 A4 Hardback Copybooks and 5 Soft Copybooks
- Art equipment: 2 x 3B pencils, A3 Sketchbook, A2 folder
- Work Experience Portfolio: Display Folder with 40 plastic pockets included.
- Pencil Case – pens, pencils, eraser, sharpener, ruler, calculator, etc.
- Large Pritt Stick, scissors, colouring pencils and markers.

## **TY SPECIFIC PROGRAMMES (INTERNAL)**

We are currently planning the Internal TY Specific Programmes for our students. This will include all trips, workshops, courses, and other activities such as Gaisce – The President’s Award etc. The details and dates of all of these will be communicated to both students and parents at the TY Information Evening on Thursday 1<sup>st</sup> September. In addition to this an overview of the TY Curriculum and the TY Assessment process (including Work Experience Assessment) will be delivered to you also. **An essential element of the evening is the signing of the Student Contract of Learning by parents/guardians and students.**

(Ms Sheridan would like students to begin planning now what they might get involved in as part of ‘Gaisce – The President’s Award’, and we will take names of interested students at the TY Information Evening. Please find further information below and you can check out their website at [www.gaisce.ie](http://www.gaisce.ie)

*‘Gaisce, The President’s Award, is a self-development programme offered to TY students that has been proven to enhance confidence and wellbeing through participation in personal, physical and community challenges. Gaisce Awards are non-competitive and self-directed: participants choose their own activities, goals and projects with the support of our President’s Award Leader (PAL) Ms. Sheridan. It is a voluntary programme but can be very beneficial as it provides a structured approach to measuring and recognising students’ personal development. A number of the activities coincide with the internal and external programmes already offered in TY, therefore it is very achievable for students, and we encourage everyone to get involved.’)*

## **TY SPECIFIC PROGRAMMES (EXTERNAL)**

In this pack you will find a list of some external TY specific programmes that we are aware of. It is not an exhaustive list **and students are encouraged to do their own research over the summer holidays**, as this enhances their personal development. Two excellent websites are [www.ty.ie](http://www.ty.ie) and [www.careersportal.ie](http://www.careersportal.ie) Please note that programmes come and go, and we cannot guarantee that any of these programmes are running at any given time.

## **WORK EXPERIENCE**

### ***Placement Dates***

We request that each student attends three **different** placements. Please find the dates for these placements below. Now that restrictions have eased, **try to look for placements that are as close as possible to the career area that your son/daughter would like to investigate as part of TY.** Even if this does not happen, the experience gained in a workplace - including developing new skills, such as punctuality and organisation, developing social skills with other employees and the employer - is invaluable. **It is very important to take the time to organise these placements well in advance, so we include all dates below:**

PLACEMENT DATES TERM 1	PLACEMENT DATES TERM 2	PLACEMENT DATES TERM 3
Friday 2 <sup>nd</sup> September	Friday 6 <sup>th</sup> January	Friday 3 <sup>rd</sup> March
Friday 9 <sup>th</sup> September	Friday 13 <sup>th</sup> January	Friday 10 <sup>th</sup> March
Friday 16 <sup>th</sup> September	Friday 20 <sup>th</sup> January	Friday 24 <sup>th</sup> March
Friday 23 <sup>rd</sup> September	Friday 27 <sup>th</sup> January	Friday 31 <sup>st</sup> March
Break	Tuesday 7 <sup>th</sup> February	Friday 21 <sup>st</sup> April
Friday 7 <sup>th</sup> October	Wednesday 8 <sup>th</sup> February	Friday 28 <sup>th</sup> April
Friday 14 <sup>th</sup> October	Thursday 9 <sup>th</sup> February	Friday 5 <sup>th</sup> May
Friday 21 <sup>st</sup> October	Friday 10 <sup>th</sup> February	Friday 12 <sup>th</sup> May
Friday 28 <sup>th</sup> October	Friday 24 <sup>th</sup> February	
Friday 11 <sup>th</sup> November		
Friday 18 <sup>th</sup> November		

Each year a small number of students find a placement/programme but are concerned that the placement dates that our school provides do not match those of the placement/programme. In these cases, we recommend that you email [gmcstay.sto@lmetb.ie](mailto:gmcstay.sto@lmetb.ie) and Middle Management will do our best to accommodate this for you.

### ***Employer Documents***

In this pack are an employer letter and a copy of the schools' insurance details for host employers. **We recommend that you put your contact details on the employer letter so that you can be contacted in the event of an emergency.**

### ***Employer Details Form***

In this pack is an employer details form for you to **fill out and sign** for each placement. **In order for work experience to start on time, all employer information forms must be returned to Ms. Ní Áinle (in an envelope) on the first day of term.**

### ***Work Experience Diaries***

As part of the work experience process it is required that students produce work experience diaries for each placement. Students must only complete the diary for **five** of the days in each placement (however a good quality introductory page and evaluation/application page must also be included). The diaries can be neatly handwritten or typed. The work must be submitted to Ms. Ní Áinle upon completion, on Teams, each term. The results of this portfolio of work experience are an important element of the TY Assessment process. **A record of each diary entry must be entered and signed off on, in the Work Experience Log section, in the student journal also.** More details will be outlined about all of this at the TY Information Evening.

Yours sincerely,

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Gemma McStay

Transition Year Co-ordinator

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Ailis Ní Áinle

Work Experience Co-ordinator

