



Leaving Certificate
Foundation Year
Transition Year
Programme
2017-2018

STAFF

2016-2017

Transition Year Co-ordinator – Cormac Ua Bruadair

Work Experience Co-ordinator – Orla Cummins

Portfolio Teachers – Ciarán O Connor

Cormac Ua Bruadair

Vicky Malcolm

Fionnuala Ballantyne

Michelle Murray

Melanie Moore

Siobhán Daly

Ethos and Mission Statement

The King's Hospital is a voluntary, Church of Ireland, coeducational, secondary school for boarders and day pupils offering a broad curriculum and a wide range of extra-curricular activities.

The King's Hospital is a Christian school in which the traditions and beliefs of the Church of Ireland inform the policies and practices of the school. Service to the Church of Ireland community and other mainstream Protestant or Reformed traditions of Christianity throughout the country is the principal aim of the school. The core values of love of God and love of neighbour are lived out in a spirit of honesty, fairness and respect for and appreciation of diversity.

All pupils are required to attend daily chapel assemblies and all boarders are required to attend Sunday services which are conducted according to the rites of the Church of Ireland.

“The King's Hospital is a school and a way of life.”

Core Values

The King's Hospital believes that every child should achieve his or her true potential intellectually and socially, through personal endeavour and encouragement and support of staff, parents and governors.

Through our academic and pastoral programmes, we strive to develop core values of:

A Christian conscience and awareness which enables our pupils to develop a personal faith in God, to lead fulfilling lives which will enrich the communities in which they live, to uphold the truth and show respect for others as well as for themselves, and to accept responsibility for their own actions.

A sense of duty and loyalty which encourages participation in, and commitment to, every aspect of school life. It requires every member of the community to act in a caring, positive and generous manner

A love of learning which makes all study a discovery and a joy and which leads to standards of academic excellence appropriate to each child's ability.

Vision Statements

Academic

Our aim is to provide a learning environment in which each pupil will fulfil his and her academic potential. We value the cultural, creative and intellectual development of all our pupils and believe that every aspect of school life should promote this process.

Pastoral

The pastoral care at The King's Hospital seeks to foster the social and emotional wellbeing of all pupils in its charge, taking in account the particular needs of both boys and girls and of both day and boarding pupils. In their aspiration to promote growth, trust, positive relationships, self-esteem and personal responsibility among the pupils, the Headmaster, Housemasters, Housemistresses, Chaplain, Guidance Counsellor and Medical Staff endeavour to act in loco parentis in consultation with parents and guardians. They seek to ensure that pupils both individually and collectively within the whole school community gain a sense of safety, belonging and regard for self and others.

Extra-Curricular

The school sees all recreational activities as part of the development of the whole person. This involves the pursuit of the highest standards by the individual and the group, commitment of each member of the school to each other and to the school and a sense of balance and fair play. The school recognises all talent and expects all to use that talent to its optimum. The school's aim is to provide the facilities and opportunities to enable the most talented to achieve the highest standards possible, while also making it possible and pleasurable for all to engage in their chosen activities as relaxation and enjoyment.

Leaving Certificate Foundation Year

Transition Year

"The Transition Year Programme aims to promote the personal, social, educational and vocational development of pupils 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 pupil's 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 pupils to self assess and to set their own goals for each year.

Aims of Transition Year

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

Staffing and Organisational Structure.

Co-ordinator – Cormac Ua Bruadair

Work Experience Co-ordinator – Orla Cummins

Transition Year is organised under the supervision of the school's Academic Council chaired by Ms Daly. This committee meets monthly and is composed of the co-ordinator of each academic subject, members of the senior management group, the Chaplin, Senior Guidance Counsellor and the T.Y. Co-ordinator.

As T.Y. is compulsory for all pupils all members of staff could be timetabled to teach in it. This committee is most suitable for overall supervision; however sub committees will be formed to look at specific areas of T.Y. from time to time. The day to day management of the course will be done by the core team. The core team consists of the T.Y. Co-ordinator, work experience Co-ordinator, the Portfolio teachers and a representative of the Guidance department. Where possible the Co-ordinator and Guidance representative should also be Portfolio teachers.

Portfolio Class – The portfolio class plays a central organisational role in T.Y. Each class group has one period Portfolio class once a week with the same Portfolio teacher for the duration of the year. The aims of this class are

- To assist the pupils in T.Y. in becoming self directed learners.
- To assist pupils in setting goals and obtaining them.
- To assist pupils in managing their work load and keeping deadlines.
- To prepare pupils 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 (Appendix 1). From Christmas to June of each year the Portfolio class will cover aspects of the world of work, in preparing pupils of work experience and for their portfolio presentation and interview (Appendix 3). 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 pupil 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 pupils 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. Their four minute presentation is followed by a three to five minute interview on their experiences, their learning opportunities and the skills that they have developed. Each pupil is also asked to comment on one positive and one negative they experienced which is then collated by the Co-ordinator for purposes of a review.

Assessment in Transition Year.

It is felt by the school community that it is important that pupils in Transition Year do not lose the pattern of regular revision and study. It is felt that the gap between Junior Certificate and the Christmas exams in 5th year is too long. Pupils in Transition Year currently have class assessments at Christmas and exams at Summer of Transition Year

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 an online portfolio. A grade of Pass – Merit – Honours or Distinction is awarded to each portfolio at the end of the year. Each pupil will receive a certificate from the school to this affect. It is intended to implement self and peer assessment during the academic year 2017-2018.

Weekly merits and demerits still apply to Transition Year and will still be communicated to parents. 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.

Induction

A large number of students from every corner of the world enter the school at the beginning of Transition Year. In the past up to 35 new pupils have started School life in Transition Year. This leads to a complete re shuffling of the classes and also leads to a need for an integrating mechanism. The Induction begins in the Spring of 3rd year when parents and pupils are asked to attend a Transition Year talk. This is given by The Co-ordinator, the work experience co-ordinator, the Guidance department and the current T.Y. pupils (appendix 4). At this gathering the current T.Y. pupils showcase their work to date for the 3rd years and their parents by setting up various stalls and PowerPoint presentations. The outline of the course is given and the pupils speak of their

experiences. The pupils and parents leave with a copy of the course and the choices they must make the following September. (appendix 5)

September Induction.

The September induction takes place over the first two weeks in September its' aims are

1. To integrate new students into the school.
2. To provide information on the T.Y. programme.
3. To motivate the pupils to set their goals and start working early.
4. To provide information on where help can be obtained for research and project work.
5. To prepare for signing of contract.
6. To outline assessment schedule and Portfolio deadline dates.
7. 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. A guideline of speakers could follow this timetable.

Induction Speakers

- Welcome by Co-ordinator and presentation on motivation and decision making. Setting SMART Goals (Appendix 6)
- Presentation of the outline of the course and various dates for the diary – Co-ordinator (Appendix 7).
- Introduction on the world of work and choices regarding Leaving Certificate subjects and University options – Guidance department
- Introduction on work experience and timetable of dates for application deadlines – work experience co-ordinator.
- Presentation on motivation, setting your goals and conquering your own Everest. Mark Pollock
- Presentation by Joan Kelly (School Librarian) on research techniques and presentation of work.
- Presentation by Michelle Murray/Mark Champion on Gaisce, the Presidents award. The school feels that all pupils should participate in the Gaisce programme. The school has put in place opportunities for all pupils to fulfil the requirements of the programme.
- Four day team building induction at the end of the two week period in an outdoor pursuits centre in Killary Harbour. Staff involved. T.Y. Co-ordinator, Fourth Year day Houseperson, Two boarding Housepeople, a member of the P.E. department and a school nurse if available or Gap Year Student. (Appendix 24)
- Stewarts Hospital Speaker – Presentation in Stewarts by one of their senior directors to inform the pupils of the work done in Stewarts and to prepare them for raising money on Flag Day. At the end of September each year the T.Y. pupils organise a money collection in Dublin for Stewarts Hospital. Each year they raise between €20K and €30K

Transition Year Subjects and Modules

The following are a list of subjects offered, with the number of class contact times per week and were 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 pupils, therefore subjects and modules offered can change from year to year.

Life saving, First Aid and Self Defence are offered as evening activities. In May of each year there are practical options for each pupil. They will all have the opportunity of 6 classes of Fencing with the national coach, Soccer with an FAI coach or Gaelic Games with the Dublin development officer.

Core Subjects

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	2
PORTFOLIO	1

Options

One subject to be selected from each of the following blocks (3 periods per week each)

Block A – Business Studies Home Economics DCG/TG Music

Block B – Business Studies home economics *Spanish*

Life skills

An Interdisciplinary approach involving the Religious Education Department, The Career Guidance Department, S.P.H.E. and S.P.H.E. (Appendix 8)

Enterprise

(2 periods a week for the duration of the year)

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. Pupils who take this module also enter the County Enterprise Competition.

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.

Mini Company / E.D.C.L. / Newsletter/school website / Audio Visual editing / App development

Enterprise block– Sports leadership course – Fee €30

The Level 1 Award in Sports Leadership provides the ideal starting point for learners aged 13 years and over who wish to develop their leadership skills, whilst under the direct supervision of their Tutor/Assessor or other suitably qualified adult.

The syllabus is designed to develop generic leadership skills that can be applied to a variety of sports and/or recreational situations as well as contributing to the personal development of the learner.

The Level 1 Award in Sports Leadership is a practical qualification in which learners must demonstrate their ability to lead others in simple sport/activity.

- Age: 13 and over (please note, there is no upper age limit for this qualification)
- Guided learning hours: 33 hours (including one hour demonstration of leadership)

The Level 1 Award in Sports Leadership consists of six units of work including one hour demonstration of leadership:

Unit	Unit Title	Guided Learning Hours
1	Plan, lead and review a sport/activity	12 hours
2	Developing leadership skills	3 hours
3	Lead activities that promote a healthy lifestyle	5 hours
4	Fair play in sport	5 hours
5	The role of the official	5 hours
6	Opportunities in sport and recreation	3 hours

Practical Block

The aims and objectives of the Practical Classes are to give students the opportunity to carry out practical work in a syllabus area not formerly studied 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.

The Practical classes are designed as stand alone modules but in some instances can link in with other subject areas to provide wider experience or help acquire skills. An example of this would be a

student wishing to take up Home Economics for the Leaving Certificate not having studied it for Junior Certificate can select cooking.

Pressures on young people have never been as great as at present. It is therefore important that there should be an emphasis on the personal development of the pupils and on developing their social awareness and competence for this reason each class does the BKINNIU course facilitated by Brenda and Kate during a six week rotation.

All pupils also take a 6 week rotation in learning to produce and present a powerpoint presentation which is used for their end of year portfolio presentation.

Practicals (2 periods a week for six weeks.) Four choices from list

Photography Fabric Print Recycled Fashion Basic Cooking Advanced Cooking
Electronics First Aid Pottery Pottery Wheel Stewarts Hospital
Archiving

Leinster Rugby TY Programme Practical block option

The Kings Hospital

September 2017

Aims:

To improve an athlete's understanding of the sport of rugby and provide them with the tools for better performance.

Modules Covered:

- Fuel for Sport
- Game understanding
- Planning to Perform
- Skill Development
- Strength and Conditioning

Hockey umpiring course – Led by Irish Hockey practical block option

Foróige Leadership Level 1 - Every pupil completes the Foróige level 1 Leadership course.

Lectures Tours and Foreign Travel

The lectures block has been developed in consultation with all the school partners. Every department has the opportunity to apply for a guest speaker or a trip to supplement the work carried out in the classroom. This is done by filling in the application form overleaf. Guest speakers and courses are organised at the request of the Board of Management, the Parents Association and the pupils themselves. In some cases financial support is given by the P.A. and the Board of Management for the provision of these events. A list of annual events and courses are detailed below.

Public Access to Law	Requested by thru Parents Association and part funded by them. A one day course held in school provided by visiting barristers. It provides pupils with an introduction to the operation of Law. This is supplemented each year by an Enterprise module entitled Public Access to Law in which students enter a mock trial competition.
Speaker on Internet safety	Requested by the P.A., the Board of Management and the Senior Management. This is a two hour lecture given by an organisation named Childwatch. It deals with the use of certain people of the internet to groom young people for illegal activities. It also advises pupils on how best to use social networking sites, what to publish on them and what not to publish on them. This initiative came out the T.Y review group with the P.A. It is further supplemented with an electronic guide for parents on Internet usage (Appendix 10). Proper and safe use and a mature understanding of the internet are the desired learning outcomes of this talk. This is further supplemented in the I.T. classes and for those who study the E.C.D.L.
Early Drive Mondello Park (Appendix 11)	This is a one day course aimed at preparing young drivers for the Irish roads. It is at the request of the P.A. and the Board of Management. It is part sponsored by the P.A. All students attend the one day course and it is further developed in school with a six week life skills programme on safer driving. All students complete this course.
Geography fieldtrip	Aimed at preparing students with data collecting skills which will be of use to them at the Leaving certificate level. Traditionally it has been based around land usage in the village of Maynooth but based on last year's review it is to change to a beach study. Data collection, interpretation and presentation are the desired learning outcomes.
History I Holocaust Speaker	A regular visitor to the school is a holocaust survivor. Requested by the History department they do some preparatory work with the pupils before and after the talk. 5 th and 6 th pupils also attend this talk
History 2 Collins Barracks	Requested by the History department they do work with the pupils on Irish History. They visit the soldiers and chiefs exhibition
History 3 Kilmainham Gaol	Requested by the History department. Work is carried out on the civil war, the Easter Rising and the War of Independence.
History 4	The National museum
Irish 1	The GAA Museum. A short visit to croke park as an introduction to Irish

	Culture. This is further supplemented by a Gaelic Games practical class in May.
Irish 2	Each year a poet or writer is invited via the libraries programme to those thinking of taking Irish at Honours level. Reviewing and interpreting poems, short stories, character analysis and plot analysis are all desired learning outcomes from this talk
French Theatre for schools	This event is a three hour workshop in which students have the opportunity to perform through French alongside professional French actors. The emphasis is on the spoken language which is the emphasis of all the modern languages in Transition Year. The learning outcome here is the use of the target language in an everyday practical situation.
Music 1 Samba workshop	This is a two hour workshop in which every student has the opportunity to use a percussion instrument which builds up over the two hours to a performance piece. 40 pupils at a time take part and they perform for the rest of the year group. The learning outcome is an introduction and appreciation of Brazilian Music and a practical opportunity for musical performance.
Music 2 composition workshop	A whole day workshop for pupils of music. An outside company take them through the various stages of composing and arranging their own composition. Team work and practical implementation of theory are the desired learning outcomes.
Road Safety Traffic Branch of an Garda Síochána	Again due to the large number of young deaths on our roads this is a major topic of T.Y. As determined by all the school partners. A member of An Garda Sochána gives a visual presentation on the effects of the wrong decision, driving under the influence and acting like a boy racer. A more mature approach and a deeper understanding of the rules of the road are the desirable learning outcomes here.
Speaker on drugs and alcohol abuse.	Kevin Deering a retired member of An Garda Síochána shares his experiences of his years on the force in relation to behaviour altering substances. This takes place in groups of 40 allowing for some discussion. The work is further supplemented in a life skills module on substance abuse which each class takes for six weeks.
Belfast end of year trip	As requested by the pupils themselves. This is a full day excursion to the Ulster Folk and Transport museum in May of each year. The afternoon is spent bowling and ice skating followed by shopping. A reward for all the hard work done during the year.
Eating disorder	A speaker will speak to the pupils on self esteem and eating disorders. This work will be further supplemented in a six week life skills programme.
Theatre Trip Guest Speaker Cinema trip	The English Department organises one or two of these three events in any one academic year depending on what is available and appropriate.
Business 1	The Business Department organises a guest speaker to lead a workshop on forming and sustaining your own company. This is carried forward in a practical way through the Enterprise Block.
Business 2	A talk on entrepreneurship given by the CEO of the Java Coffee Company. In this talk the CEO describes his business career to date and encourages the pupils to take measured risks not only in business but also in life
Business 3 Trip (Geography)	A trip to the headquarters of the Java Coffee Company Headquarters in Blanchardstown. A cross curricular trip looking at inputs processes and outputs and the practical experience of the earlier talk in school of setting up your own business.
Drama workshop	An in house event organised by the Drama department giving all pupils the opportunity of performance in a workshop environment. Developing self

	confidence, self esteem, public speaking and presentation skills are all some of the desirable learning outcomes.
Art Dept.	Trip to Newgrange and Botanical Gardens
CSPE	A trip to Leinster House at the invitation of Charlie Flanagan

Various other trips and speakers will be organised during the course of the year. As various opportunities become available the different departments or school partners can make proposals. Speakers and trips which supplement work carried out in the classroom are more desirable.

Foreign Travel (Appendix 12)

A further aim of Transition Year is to provide opportunity for all pupils to experience foreign travel. On a rotational basis an opportunity will be provided to each department to apply for a foreign excursion which will be of Educational value to their subjects and to the participants. Applications are made to the Senior Management Team and the Board of Management for consideration. These excursions should be priced below €600 in order that the price may be within the reach of all parents. Pupils are asked to receive this trip as their Christmas and birthday presents so as to not put additional financial burden on their parents.

DEPARTMENT	DESTINATION	YEAR
HISTORY	KRAKOW	2010-2011
MODERN LANGUAGES	PARIS AND BARCELONA	2011-2012
Art Dept.	Italy	2012-2013
Geography Dept.	Paris	2013-2014
Business Dept.	Berlin	2014-2015
Science Dept.	Belgium	2015-2016
History Dept.	Poland	2016-2017
English Department	Belgium	2017-2018

In addition to these annual trips Transition Year Students can avail of longer in duration and long haul 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 nearly every two years. In a year were a trip like this does not happen in Transition Year it will be open to those pupils when they are in fifth year as well as the current Transition Year pupils. Over the past 10 years trips have included;

ZAMBIA	WORK IN AN AIDS ORPHANAGE
BRAZIL	BUIDING HOUSES WITH HABITAT INTERNATIONAL
THAILAND	WORK IN A SCHOOL
ZAMBIA	WORK IN AN AIDS ORPHANAGE
CALCUTTA	WORK WITH THE HOPE FOUNDATION

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. pupils. 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 pupils 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. Pupils will be more informed regarding choices they can make as to work experience.

Work Experience – Please read enclosed sheet on work experience rules from Mrs. Cummins

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 enhance by individuals finding their own work experience. Please note that the insurance policy will only cover pupils for placements of a clerical or work shadowing capacity and will not cover placements of a hazardous nature. It is usual for pupils 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. Pupils and Employers reports on the work experience may be included in the Portfolio at the end of the year.

Organising work experience outside of the specified dates is disruptive to school life

Subject Choices for Leaving Certificate

Leaving Certificate Subject Choice. (Susan Tanner)

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 choices week held for Transition Year pupils. This will take the form of subject co-ordinators 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 (Susan Tanner)

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

Parent Teacher Meeting Form 4

In the academic year 2011-2012 we had for the first time a parent teacher meeting for Transition Year which allowed for further discussion of choices with the subject teachers. This has been a successful event and has assisted parents and pupils in choosing their Leaving Certificate Subjects on the advice of their teachers.

Certification in Transition Year

1. Department of Education and Science Certificate
2. The King's Hospital Portfolio Certificate awarded at Pass-Merit-Honours-Distinction
3. I.T. Certificate for word processing and powerpoint – Microsoft expert 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.
4. 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 me at the school.

Cormac Ua Bruadair

Transition Year Co-ordinator.

Form 4 Work Experience Programme:

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

- Dates for 2017/2018 Work Experience: Monday 29th January-Friday 9th February.
- In these two weeks, the students can have one job running for the duration or two jobs for 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 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 however, restrictions as to what we can allow 4th form 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. I am still unsure about the situation with the UK and insurance cover.
- It is written in Irish Legislation that once 16 years or over, one must be Garda Vetted in order to work with Minors (anyone under 15). It has been decided that to avoid congestion after Christmas, the HR department shall start the Vetting procedure in September, taking the student body in groups as they turn 16.
- Over the summer months the students need to think of any careers that they may wish to investigate as 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, Mater Hospital..) 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. If overseas students are having difficulty finding accommodation, the school can facilitate them 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 8th of January (all electronic).
I shall be looking for job description details and employer contact details along with intended accommodation details. This information is essential for me to ensure that our students shall be 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 also let them do the 'donkey' work!!
- I shall 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 feel free to contact me at the school or on workexperience@thekingshospital.ie



Orla Cummins



KINGS HOSPITAL

ANNUAL TY TOUR

APRIL 20TH TO APRIL 23RD

DAY 1: FRIDAY 20TH APRIL 2018

Morning flight departs for Zaventem International Airport

Group collected by Saffron Travel Co-Ordinators

Transfer to Hotel along the Flemish Coast

Lunch and Checkin

Afernoon activity (Waterworld)

Evening meal

Transfer to Ieper for Last Post ceremony

Return to Hotel

Day 2: Saturday 21st April

Breakfast

Full day specific WW1 sites, Fully Guided

Evening meal

Cinema (Multiplex cinema in English) or Bowling, or 50/50

Day 3: Sunday 22nd April

Breakfast

Group 1 : Themepark

Group 2 : Second day of WW1 sites

Evening meal

Cinema (Multiplex cinema in English) or Bowling, or 50/50

Day 4: Monday 23rd April

Breakfast

Visit to Brugge: Walking Tour Fully Guided

Shopping time in Brugge (optional canal tour)

Transfer to Airport

Flight Home

Cost €580

Please find, as discussed with Stephen, payment link for 2018 Tour.
This can be forwarded to parents and is best emailed to avoid incorrect entries.
<https://pay.easypaymentsplus.com/feepay1.aspx?id=753,Kings-Hospital>