

May 9th 2018

Dear Parents/Guardians,

I am pleased to be able to offer your son/daughter a conditional place in the Transition Year Programme for 2018/19, provided that his/her progress and behaviour is in order from now until June.

As your commitment to the programme is of high priority we would like to draw your attention to the following important points:

- **Class places once allocated cannot be changed**
- **All transition year activities are obligatory**
- **School rules, attendance and uniform are as for all other year groups**
- **School work whether class work, homework, project work or other must always be completed and presented as requested and on time**
- **Where conduct, behaviour or attitude is adverse to the greater good of other TY students it may result in immediate transfer to 5th year in the course of TY**

We expect the cost of the programme to be approximately €500 as outlined below. We propose to collect 2 instalments as follows:

€250 on acceptance of place, closing date June 1st 2018

€250 on 31st August 2018

Prompt payment is appreciated as activities need to be booked and paid for. Non-payment means your place in TY might not be secured. If you require alternative instalment arrangements or are unable to pay on these dates please contact the school office to discuss. If you do not communicate with us regarding non-payment then we will assume you do not want the place in TY. Please be aware that places are in high demand and may be allocated to foreign exchange students.

On acceptance of the place, please forward the completed form below, along with the first instalment of €250 in an envelope with your name on it and addressed TY Fee by June 1 2018 to the school office. This is needed as a booking deposit for the Ballyhass Outdoor Pursuits Course which will take place the week commencing October 1 2018. This is a **compulsory** element of the TY programme and is essential for the purpose of teambuilding and bonding within the group. If your child cannot attend for medical reasons then please contact the school as soon as possible.

During the year it is sometimes necessary for your son/daughter to leave the school premises on school business and for work experience and we need your written permission for this. Please sign the paper accompanying this and return with payment.

Yours sincerely,



Ms Niamh Hay (Transition Year Co-ordinator)

FINANCES

3 Day Outdoor Pursuits Course at Ballyhass Lakes	€220.00
ECDL/MOS qualification	€100.00
Meitheal workshop incl bus	€20.00
DATs exams (Psychometric aptitude test)	€10.00
Sexual Health Talk	€10.00
Irish Heart First Aid Course and Certificate	€30.00
Self Defence (12 week course)	€20.00
Fire Training Course incl bus	€30.00
Drive for Life Road Safety Instruction	€10.00
Speakers/Workshops/Buses yet to be booked	€30.00
TY Portfolio Folder/Work Experience Diary	€20.00
Total	€500.00

ACCEPTANCE OF TRANSITION YEAR 2018/2019 PLACE

I accept the place offered to my child _____ for Transition Year

We have read, discussed and understand the conditions regarding participation.

I am aware that my son/daughter will occasionally leave the school for educational outings, work experience and on school business. I give permission for my son/daughter to leave for this purpose.

My son/daughter is aware of the high standard of behaviour that is expected at all times both in school and outside on school business/leisure.

Signed: _____
Parent:

Signed: _____
Student:

Throughout the year we will communicate with the TY students directly via email and text, particularly regarding work experience, a variety of TY opportunities, trip times and details.

Student email address : _____

Student mobile phone number : _____

Parent email address : _____

If both the student and parent email the TY email address kcstransitionyear@gmail.com then we will automatically have a record of your email address.

Please return this page to the TY Co-ordinator Miss Hay by May 25th as the classes for TY 2018/19 will be populated the following week. If we do not receive your form then we shall be unable to accommodate your wishes.

Our transition year programme aims to provide opportunities for all individuals to gain an insight into areas of study, leisure, work and sport which they may not have encountered previously during their time in school. Participation in these new areas helps to build self-esteem, confidence and personality development. It develops life skills, promotes enterprise and community links and aids in better career decisions. In transition year we begin by creating classes with a mixture of students who may not previously have studied or socialised together in their first three years in school. This has been successful in the past as it promotes new friendships and collaborations between students as well as improving interpersonal and social skills. We understand that this may cause some apprehension but we encourage parents to support us in this. We do however understand that there may have been **unresolved issues** between students in the past so we do allow students to name these people. The school will do its best to honour this but we cannot guarantee this can be avoided. We also cannot be expected to reshuffle classes should friendships alter before the start of the next academic year.

Student Name: _____

I do not wish to be with the following students (max 3)
1
2
3

Parent Signature

Student Signature
