

Coláiste Pobail Acla

Polranny

Achill

Co. Mayo

School Roll Number: 76150V

**Supporting Transition**

**Development of Policy Document**

Aug. 2014: Initial Draft of Document drawn up – Breege O’Brien

Sept. 2014: Input from Staff more directly involved with supporting transition: Kevin E, Kevin S, Máire, Lisa, Margaret, Michelle

08 – 24/10/14: Consultation Phase - Staff

04/11/14: feedback from consultation phase inputted (Breege)

05 – 24/10/14: Consultation phase - Students & Parents following further development by Breege & Ms. Gallagher

12/11/14 : Feedback from 2nd stage of consultation phase and draft finalised (by Breege) for BOM

20/11/14: Ratified by BOM

**in Coláiste**

**Pobail Acla**

**Date of Finalised Document: Nov. 19, 2014**

**Introduction**

“Educational change comes in many forms …and is ….. happening, all the time. Students’ lives, the lives of teachers, not to mention schools as organisations are being changed by globalisation, technology, changing societal institutions, and the prevailing economic and political climates. At the level of the many daily learning interactions taking place in every school, change is an ever-present factor. Change is part of the rhythm and life of the classroom and school”.

* from *Leading & Supporting Change in Schools*, NCCA Discussion Document

**Supporting Transition in the Context of Our School Mission**

**“We strive to motivate our school community to realise its full potential academically, spiritually, physically and emotionally in a safe, supportive learning environment.”**

**Supporting the Changing Needs of Our Students**

Care is given at all times to support the individual changing needs of our students at all stages while they are attending at Coláiste Pobail Acla. The following structures and supports have a role to play in assisting our students to cope with and successfully respond to transition:

* Working closely with Parents/Guardians, and in particular the Parents/Guardians of students in the ASD Unit who can need high levels of support
* Tutor Team
* Teaching Team
* ASD Teaching Team
* SNA Team
* The Home School Community Liaison Officer
* Pastoral Care Team
* Chaplaincy Service
* Career Guidance
* School Policy & Practice
* The Student Journal (information & communication)
* Parent Teacher Meetings
* The School’s Programme of Sport & Extra Curricular Activities
* The School Library (providing information, hosting meetings, facilitating activities etc.)
* JCSP Programme (supports students with additional learning needs & targets potential early school leavers)
* School Support Services
* School Completion Programme
* CPD for Staff

**Structures for Supporting Transition at Specific Stages**

Specific structures, programmes and practices are in place to support students at the following stages:

1. transition from primary to second level
2. transition from Junior Cycle to TY
3. transition into 5th yr.
4. transition on to 3rd level
5. students enrolling in the school during the school year
6. transition into ASD Unit

**Transition from Primary to Second Level & Through 1st Yr.**

* Principal Visits to Primary Schools in our catchment area
* Open Night/Enrolment Evening (whole staff participation)
* Enrolment Information Pack for Parents and prospective enrolling students
* ONE BOOK ONE READ Programme (facilitated by the Literacy Team & The Library in conjunction with our colleagues in our feeder schools)
* Sitting of Entrance Exam (CATs)
* Liaising with our Feeder Schools (Management, HSCL, Literacy Team)
* Staggered transition into ASD Unit – may attend part-time during final year in Primary Scool
* HSCL Coordinator Service for 1st yrs
* Information for Staff on Incoming First Years (at first staff meeting of the school year)
* Orientation Day for new 1st yrs.
* Information Evenings for Parents of 1st Yrs (Management & HSCL)
* First Year Induction (facilitated by the School Completion Programme)
* First Yr. Activity Day
* School Mentor Programme (Big Brother, Big Sister)
* First Yr. Retreat
* Paired Maths with TYs & Paired Reading Programme
* Homework Club
* Identification of students with difficulties and provision of learning support
* JCSP Targeted Students
* On-going Supports

**Transition from Junior Cycle to TY & Through TY**

* Information on TY Programme (for Students)
* Information Evening for Parents
* Selection Process for Entry into Programme
* TY Information Booklet
* Probation Period
* TY Programme focus on personal development, teamwork and building confidence and maturity
* TY Retreat: Day of Reflection
* Regular Monitoring & Evaluation of Student Progress
* Evaluation by students of each workshop, activity, outing/trip
* End of Year Evaluation by Parents

**Transition into 5th Yr. & Through Senior Cycle**

* TY Programme
* Subject Information Session for TY & 3rd Yr. students – Leaving Cert subject options presented
* 5th Yr. Induction (Team Building Exercises)
* Subject Selection
* Higher/Ordinary Level Options
* Career Guidance
* Application to Academic Work
* After School Study for Leaving Certs - may not be provided from 2014 due to withdrawal of DEIS supports
* DATS
* Support for repeat Leaving Cert Students

**Transition on to 3rd Level**

* Career Guidance
* Information Skills Programme (when teacher allocation allows)
* Support for CAO/UCAS Application
* Support for Grant Application Process
* Support Following Leaving Cert Results

**Students Enrolling in the School During the School Year**

Changing from one school community to another during a school year can be a difficult and challenging experience for young people. In our school community. We are alert to the difficulties and issues that may arise for students at this time and provide support for them in the following ways:

* Working closely with Parents/Guardians, and in particular the Parents/Guardians of students in the ASD Unit who can need high levels of support
* Communication, where possible, with the school from which the student(s) is (are) transferring, and with any other relevant agencies etc
* Tutor Team
* Teaching Team
* Pastoral Care Team
* Chaplaincy Service
* Career Guidance
* The Home School Community Liaison Officer
* School Support Services

**Supporting the Changing Needs of Our Staff**

The following structures and services have a role to play in supporting staff members in transition, and in responding to change:

* Culture of collegiality and collaboration among staff
* Regular staff meetings
* Subject Department Meetings
* Access to Policy & Planning documents on staff server and in hard copy in Staffroom
* Mentoring for NQTs and for staff on teaching practice placement
* CPD
* ETB Human Resource Section
* Teacher Unions (Coláiste Pobail Acla is a dual mandate school)
* Other Employee Unions (Impact, SIPTU)
* Chaplaincy Service

These external services and organisations offer support for school staff:

* MSL ETB Head Office, Castlebar
* Department of Education & Skills ([www.education.ie](http://www.education.ie))
* PDST ([www.pdst.ie](http://www.pdst.ie)) & Subject Organisations
* ETBI ([www.etbi.ie](http://www.etbi.ie))
* Teaching Council of Ireland ([www.teachingcouncil.ie](http://www.teachingcouncil.ie))
* SESS ([www.sess.ie](http://www.sess.ie))
* NBSS ([www.nbss.ie](http://www.nbss.ie))
* Carecall Employee Assistance Service: 1 800 411 057 (providing counselling & support for all teachers in the State and their immediate families)

**LINKS WITH OTHER SCHOOL POLICIES**

Many of the school’s policies and plans feed into this Policy. Some of these include:

* Pastoral Care Policy
* Guidance Plan
* Chaplaincy Service
* HSCL Policy
* Policy on Attendance & Participation
* JCSP Policy
* Enrolment Policy
* Code of Behaviour
* TY Policy
* Literacy Policy
* Numeracy Policy
* School Library Plan

This policy was adopted by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date].

This policy has been made available to school personnel, is readily accessible to parents and pupils on request, and has been provided to the Parents’ Council. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once every 2 years.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chairperson of Board of Management)

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Principal)

Date of next review: December 2016