June 26th , 2024,

Dear Parent/Guardian,

Further to your child’s recent acceptance of the Transition Year programme offer, I am delighted to update you on some of the main information that you will need to prepare for August.

Students will wear the senior school uniform from 4th Year every day unless they are explicitly told that they may wear their new TY tracksuits. The tracksuits are included in the fees for the year and Mr. Clarke sent a text out to regarding sizing. Size guides and advice are below. Please remember to fill out the form sent as soon as possible.

Students, with their parents/guardians, arrange their own **work experience**. Work experience is every Wednesday, and it can also be taken in blocks.

**WEDNESDAYS**: Please fill in the online form here: <https://forms.office.com/e/Rx1P1XURBy> where the work experience will be undertaken for each of the approximate seven-week sessions.

Rotation 1 is from **26th of August – 11th of October** inclusive.

Rotation 2 is from **14th of October – 6th of December** inclusive.

Rotation 3 is from **9th of December – 14th of February** inclusive.

Rotation 4 is from **24th Of February – 11th of April** inclusive.

Rotation 5 is from **28th of April until the end of the year.** Inclusive.

**BLOCK WEEKS**: Students are permitted to take part in **block weeks** with companies, please fill this form in <https://forms.office.com/e/nxx0Gnx0XV>, giving at least **one week of notice** so that VSware can be amended ahead of time, Please contact me on [chrisweafer@donabatecc.ie](mailto:chrisweafer@donabatecc.ie) .Please do not submit an absent request for block work experience as this will register as an absence for Túsla returns.

I have compiled a parent information pack, and an employer feedback form these will be posted to your child’s TEAMs page in due course and the school website.

Indemnity (insurance) forms will also be posted to the students TEAMs page. If their employer requests them to be **Garda vetted**, then I can do this through the school when we are back in August, or when your young person turns 16.

As the activities are being booked, we ask that the first **TY payment** of €160 is paid over the coming days - if Sharon has not been in touch already about how payment can be made, she will be shortly. The balance of €160 is due at the end of August. The total cost of funding TY per student is €320. This is payable using our online system, please contact our main office if there is an issue with this. If the balance is not paid, and an arrangement has not been agreed with the principal, then your child will not be invited to take part in activities etc. until the balance is paid.

A Microsoft Form will be text to parents shortly to express interest in the year long module subjects. Students will be informed of the results of the expression of interest on their return to school in August.

Students are expected to adhere to the Positive Code of Behaviour, and to complete all work asked of them by their teachers. They must bring an **A4 refill pad, a calculator, stationary, their iPad,** in addition to materials which their teachers may ask them to have. Please check the school website for the updated booklist. There are no books to be bought for TY, any books needed will be paid for out of their fees. By accepting a place for your son/daughter on the Transition Year programme, you are committing to supporting their full engagement with the programme. I look forward to working with your child in the coming academic year.

Kind Regards,

Chris Weafer

Transition Year Co-ordinator.