



DUNSHAUGHLIN COMMUNITY COLLEGE

Coláiste Pobail Domhnach Seachnaill

ces
Centre of European Schooling

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Príomh Oide Mr Shane Foley Leas Phríomh Oide Ms Bridget Bennett Leas Phríomh Oide Ms Cathy Byrne

Dear Parent/Guardian,

I write to you in relation to your son's/daughter's participation in the 2017-2018 Transition Year Programme.

In order to facilitate planning and preparation for the year and to ensure I have all important information regarding your son/daughter available at the outset, I ask that you complete an online registration form accessible under the Transition Year section of the school website. It is essential that this information is completed accurately, particularly the section on 'Passport Details' if your son/daughter wishes to avail of the European trip.

The total advance payment for all activities in the Transition Year Programme has been set at €350. This payment covers the cost of all trips, activities, workshops, etc. but excludes the optional European trip which costs an additional €550 (approx.). This payment can be completed in instalments using Wisepay. If you experience any difficulties, please contact Imelda, Sheila or Deirdre at reception who will assist you in making payments. This payment does not include the voluntary contribution which remains at the discretion of each family to pay on an annual basis.

If there are any financial difficulties, please contact me in confidence to discuss payment options. We endeavour to accommodate all our students in the programme and will work with you to put a payment plan in place to alleviate the financial burden on your family.

On Friday 25th August 2017 students will participate in an Induction Day in school from 9.30am-12.30pm. They are required to present in full school uniform. This is an opportunity for students to think about their goals for the year, meet their new classmates and start getting to know them, as well as receive important information about the programme.

I have included a 'Code of Conduct' that needs to be signed and returned on induction day. This code applies to all activities, trips and residential trips for the duration of the programme. Please complete all sections accurately.

Students will return to school to begin classes on Thursday 31st August 2017.

The first trip of the year is to Avon Ri Adventure Centre in Blessington, Co. Wicklow. Half the year group will attend 11th-12th September 2017 and the other half 14th-15th September 2017. Please be advised that students will need a sleeping bag as we will be camping overnight. Further details of what to bring will be provided in September.

I would like to remind your son/daughter to organise where he/she will go on work experience. Please encourage your son/daughter to put some thought into their placement and try to secure opportunities that are relevant to his/her real interests. Students will attend school on Friday 1st September 2017 to participate in a work experience preparation workshop. Friday 22nd September 2017 will be the first date of work experience. Students will be provided with a full calendar of events at the end of August to plan for work experience.

An information meeting for all parents will be held on Thursday 7th September. This meeting is vital to provide you with essential information about the year, to outline expectations regarding participation in the programme and to address any concerns/questions you might have.

If your son/daughter intends to travel on the European trip their passport must be in date. We travel during the Easter holidays so a passport must be valid to at least the end of April 2018. It costs €90 to renew a passport so in order to ease the financial burden for the European trip, you should try and have this completed before payment for the trip begins at the end of September. You are also required to have a European Health Insurance Card (EHIC) which is free to apply for and can be completed online or by post. Details of the European trip will be provided in September.

Any student who has not completed advance payment for TY activities may not be permitted to attend the overnight trip to Avon Ri in September or attend the European trip. Again, please feel free to contact me to discuss any financial issues or concerns you have.

I look forward to a positive and rewarding year with the year group. Your support and encouragement certainly makes a difference as each student only gets out of the programme what they put in. Although the trips are an enjoyable part of the programme, each student needs to commit to learning both inside and out of the classroom. Full participation in school-based competitions, events, workshops, classwork and homework is expected and provide fantastic opportunities for growth and development.

I look forward to meeting you throughout the year but please feel free to contact me to discuss any aspect of your son's/daughter's participation in the programme.

Yours sincerely,

Julie Anne Collins

Transition Year Coordinator

Checklist

- Advance payment of €350 completed
- Work Experience placement secured for first term.
- Passport renewed
- EHIC card
- Sign 'Code of Conduct' for activities, trips and residential trips.

Important Dates:

- 25th August 2017: Induction Day
- 31st August 2017: Classes begin
- 1st September 2017: Work experience workshop
- 7th September 2017: Information night for parents
- 22nd September: work experience begins

Check website for further updates.

Stationary requirements

- ✓ 4 **A4** copies (NOT HARDBACK)
- ✓ 2 A4 Refill pad
- ✓ Pens, pencils, calculator, mathematical set, etc.
- ✓ Students may be required to purchase a novel for English at some point in the year (approx. €10).
- ✓ Individual teachers will make additional requests specific to their subject at the start of the year.