

# Coláiste Phobal Naomh Áine Saint Anne's Community College

Killaloe



Aideen Walsh  
M.Sc. H.D.E  
Principal

Mary Fitzgerald  
M.Sc. B.Ed.  
Deputy Principal

June 2017

Dear Employer,

Thank you for taking our Transition Year (TY) student on Work Experience. Transition Year is a one-year school based programme between Junior and Senior Cycle. The TY programme helps young people prepare for adult and working life especially through contact with work places. A placement with you can help them identify their career interests and help students to recognise and develop their skills. Students will provide you with a Risk Assessment form and an Insurance letter. We would be grateful if you could complete and return the Risk Assessment form to the student in advance of the placement.

Regarding dates of placements the student you have agreed to kindly take on will inform you which dates below are relevant to you. Though our school day next year finishes at 1:15 on a Friday, it is our expectation that the student will work to a schedule to facilitate the employer.

For students in the TY 1 and TY3 Class Groups, the first Work Experience Placement will take place every Friday from 1<sup>st</sup> of September to the 22<sup>nd</sup> of December 2017 (excluding school holidays).

For students in the TY 2 and TY4 Class Groups, the first Work Experience Placement will take place every Friday from 12<sup>th</sup> January to 18<sup>th</sup> May 2018 (excluding school holidays and a one week block as outlined below).

For TY1 and TY2 Groups the second work experience placement will take place for a block-period of one week from Monday 19<sup>th</sup> February to Friday 23<sup>rd</sup> February inclusive

For TY3 and TY4 the second work experience placement will take place for a block period from Monday 26<sup>th</sup> February to Friday 2<sup>nd</sup> March inclusive.

The placements will be covered by school insurance and students are expected to comply with the conditions you lay down regarding activities, safety and confidentiality.

St. Anne's Community College greatly appreciates the opportunity you are giving our students to experience the world of work. It may not be possible to contact all employers regarding the progress of our students, therefore; the students will be given a Work Experience Attendance Form which includes an Employer's Report Form and I would be very grateful if you would take the time to complete and monitor these forms regularly.

The student is responsible for returning these forms to the school on completion of the work experience placement. If you have any queries or concerns at any point please do not hesitate to contact me.

Yours sincerely,



Fiona Daly (Programme Coordinator)

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## TY WORK EXPERIENCE 2017-2018

Week	Dates For TY 1 and TY3	Week	Dates For TY 2 and TY 4
1	Friday 1/9/17	1	Friday 12/1/18
2	Friday 8/9/17	2	Friday 19/1/18
3	Friday 15/9/17	3	Friday 26/1/18
4	Friday 22/9/17	4	Friday 2/2/18
5	Friday 29/9/17	5	Friday 9/2/18
6	Friday 6/10/17		Midterm Break
7	Friday 13/10/17	6	Friday 23/2/18 *note TY 2 have a block week this week and will not be at their weekly placement
8	Friday 20/10/17	7	Friday 2/3/18*note TY 4 have a block week this week and will not be at their weekly placement
9	Friday 27/10/17	8	Friday 9/3/18
	Midterm Break	9	Friday 16/3/18
10	Friday 10/11/17	10	Friday 23/3/18
11	Friday 17/11/17		Easter
12	Friday 24/11/17		Easter
13	Friday 1/12/17	11	Friday 13/4/18
14	Friday 8/12/17	12	Friday 20/4/18
15	Friday 15/12/17	13	Friday 27/4/18
16	Friday 22/12/17	14	Friday 4/5/18
		15	Friday 11/5/18
		16	Friday 18/5/18
	TY 1 and TY 2 BLOCK WEEK		TY3 and TY4 BLOCK WEEK
	Monday February 19 <sup>th</sup> to Friday February 23 <sup>rd</sup> inclusive.		Monday February 26 <sup>th</sup> to Friday March 2 <sup>nd</sup> inclusive.