

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

August 2018

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 TY1 and TY3 Class Groups, the first Work Experience Placement will take place every Friday from 7th of September to the 21st of December 2018 (excluding school holidays).

For students in the TY2 and TY4 Class Groups, the first Work Experience Placement will take place every Friday from 11th January to 17th May 2019 (excluding school holidays and a one week block as outlined below).

For TY1 and TY3 Groups the second work experience placement will take place for a block-period of one week from Monday 25th February to Friday 1st March 2019 inclusive.

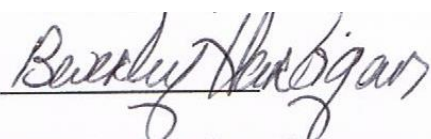
For TY2 and TY4 the second work experience placement will take place for a block period from Monday 4th March to Friday 8th March 2019 inclusive.

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



Beverley Hartigan (Programme Coordinator)

061 376257

beverley.hartigan@lcteb.ie

TY WORK EXPERIENCE 2018-2019

| Week | Dates for TY1 and TY3 | Week | Dates for TY2 and TY4 |
|------|--|------|--|
| 1 | Friday 07/09/18 | 1 | Friday 11/01/19 |
| 2 | Friday 14/09/18 | 2 | Friday 18/01/19 |
| 3 | Friday 21/09/18 | 3 | Friday 25/01/19 |
| 4 | Friday 28/09/18 | 4 | Friday 01/02/19 |
| 5 | Friday 05/10/18 | 5 | Friday 08/02/19 |
| 6 | Friday 12/10/18 | 6 | Friday 15/02/19 |
| 7 | Friday 19/10/18 | 7 | Friday 01/03/19 *note TY 2 have a block week this week and will not be at their weekly placement |
| 8 | Friday 26/10/18 | 8 | Friday 08/03/19*note TY 4 have a block week this week and will not be at their weekly placement |
| | Midterm Break | 9 | Friday 15/03/19 |
| 9 | Friday 09/11/18 | 10 | Friday 22/03/19 |
| 10 | Friday 16/11/18 | 11 | Friday 29/03/19 |
| 11 | Friday 23/11/18 | 12 | Friday 05/04/19 |
| 12 | Friday 30/11/18 | 13 | Friday 12/04/19 |
| 13 | Friday 07/12/18 | | Easter |
| 14 | Friday 14/12/18 | | Easter |
| 15 | Friday 21/12/18 | 14 | Friday 03/05/19 |
| | | 15 | Friday 10/05/19 |
| | | 16 | Friday 17/05/19 |
| | TY 1 and TY 2 BLOCK WEEK | | TY3 and TY4 BLOCK WEEK |
| | Monday February 25th to Friday March 1st inclusive. | | Monday March 4th to Friday March 8th inclusive. |