

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 2019

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 6th of September to the 20th of December 2019** (excluding school holidays).

For students in the TY2 and TY4 Class Groups, the first Work Experience Placement will take place **every Friday from 10th January to 15th May 2020** (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 2nd March to Friday 6th March 2020** inclusive.

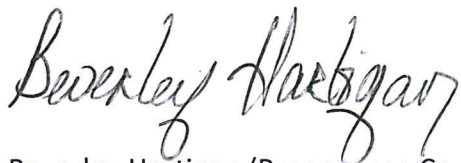
For TY3 and TY4 the second work experience placement will take place for a block period from **Monday 9th March to Friday 13th March 2020** inclusive.

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. Students will be given a Work Experience Attendance Form which includes an Employer's Report Form. 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 faithfully

A handwritten signature in black ink, reading 'Beverley Hartigan'. The script is cursive and fluid, with the first name 'Beverley' written in a larger, more prominent style than the surname 'Hartigan'.

Beverley Hartigan (Programme Co-ordinator)

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beverley.hartigan@lcetb.ie

TY WORK EXPERIENCE 2019-2020

Week	Dates For TY1 and TY 3	Week	Dates For TY 2 and TY 4
1	Friday 06/09/19	1	Friday 10/01/20
2	Friday 13/09/19	2	Friday 17/01/20
3	Friday 20/09/19	3	Friday 24/01/20
4	Friday 27/09/19	4	Friday 31/02/20
5	Friday 04/10/19	5	Friday 07/02/20
6	Friday 11/10/19	6	Friday 14/02/20
7	Friday 18/10/19		Mid Term Break
8	Friday 25/10/18	7	Friday 28/02/20
	Mid Term Break	8	Friday 06/03/20 *note TY 2 have a block week this week and will not be at their weekly placement
9	Friday 08/11/19	9	Friday 13/03/20*note TY 4 have a block week this week and will not be at their weekly placement
10	Friday 15/11/19	10	Friday 20/03/20
11	Friday 22/11/19	11	Friday 27/03/20
12	Friday 29/11/19	12	Friday 03/04/20
13	Friday 06/12/19		Easter Holidays
14	Friday 13/12/19		Easter Holidays
15	Friday 20/12/19	13	Friday 24/04/20
		14	Friday 01/05/20
		15	Friday 08/05/20
		16	Friday 15/05/20
	TY1 and TY2 BLOCK WEEK		TY3 and TY4 BLOCK WEEK
	Monday March 2nd to Friday March 6th inclusive.		Monday March 9th to Friday March 13th inclusive.