

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 2020

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

For students in the TY1 class group, the Work Experience Placement will take place every Friday from **11th September to 20th November 2020 inclusive** (excluding school holidays).

For students in the TY2 class group, the Work Experience Placement will take place every Friday from **27th November 2020 to 12th February 2021 inclusive** (excluding school holidays).

For students in the TY3 class group, the Work Experience Placement will take place every Friday from **5th March to 21st May 2021 inclusive** (excluding school holidays).

While on placement, students will be covered by school insurance and are expected to comply with the conditions you lay down regarding work-tasks, 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 that reads "Beverley Hartigan". The signature is written in a cursive style with a large, looped 'B' and 'H'.

Beverley Hartigan (Programme Co-ordinator)

beverley.hartigan@lcetb.ie

061 376257