

Dear Parents/Guardians

24th August 2023

I want to take this opportunity to confirm a few details pertaining to your Child's work experience placement 2023/2024. The work experience will take place every Wednesday for the course of the academic year. TY students have been advised to secure two different work placements for Transition Year. Alternatively, she may do the same work experience for the entire year, but we feel it is more beneficial to participate in two different placements.

Students will be covered by school insurance. It will be renewed on an annual basis in September, this will be available to the students on their TY team's page.

Certain employers only offer a one-week placement, such as the Garda and Hospitals. These one-week placements have conditions that are summarized below:

- Students can take a **maximum** of (1) one-week placements a year.
- Week placement cannot fall directly before or after a school holiday.
- Week placement cannot fall during the rehearsals and performance of the T.Y. Musical.
- Approval is required from the school in advance of the placement

Please take this opportunity to discuss preferential work placements with your child. It is strongly advised that your child spends quality time researching the desired placement and take the necessary steps to secure placements for each Wednesday. Written confirmations of the placement is due on return to school in August 2023.

Exception Dates- Please find below the dates when students will be unavailable for work placements due to school holidays and commitments.

Adventure Centre Trip:	Wednesday 6th September 2023
Mid-Term Break:	October 30th– November 3rd 2023.
Christmas Holidays:	December 22nd – January 5th, 2024.
School Musical:	January 22nd – 26th 2024.
February Mid-Term:	February 12th-16th 2024.
Easter Holidays:	March 25th- April 5th, 2024.

Absences: Students must inform their employer first and subsequently inform the school. This must be done prior to start of business on the day of absence using the school app.

Yours sincerely,

Lucy McCarthy
Transition Year Co-ordinator.

24th August 2023.

Dear Employer

Thank you again for accepting a Sancta Maria College student for Work Experience placement.

First Placement Dates: Wednesday 13th September 2023 and every Wednesday up to and including 20th of December 2023.

Second Placement Dates: Wednesday 10th January 2024 and every Wednesday up to and including 15th May 2024.

If you are not in a position to accommodate the student for the full duration of the dates, perhaps you would consider a shorter placement spanning 6-8 Wednesdays.

Exception Dates- Please find below the dates when students will be unavailable for work placements due to school holidays and commitments.

Adventure Centre Trip:	Wednesday 6th September 2023
Mid-Term Break:	October 30th– November 3rd 2023.
Christmas Holidays:	December 22nd – January 5th, 2024.
School Musical:	January 22nd – 26th 2024.
February Mid-Term:	February 12th-16th 2024.
Easter Holidays:	March 25th- April 5th, 2024.

The students are aware that in the case of an unexpected absence they must inform their placement first and subsequently the school. This must be done, at the latest, prior to start of business on the day of absence.

Should these protocols not be followed, please contact us at any of the above numbers.

Thank you again for your participation in our programme.

Yours sincerely,

Lucy McCarthy
Transition Year Co-ordinator

