



Our Lady's School

Founded 1953
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March 2017

Dear Employer,

Thank you again for accepting an Our Lady's student for her Work Experience placement. Please accept the student for one of the following placement dates.

First Placement Dates: Tuesday, 5th September 2017 and every Tuesday up to and including 19th December 2017.

Second Placement Dates: Tuesday, 9th January 2018 and every Tuesday up to and including 29th May 2018.

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 Tuesdays.

Please find below the dates students will be unavailable for work placements due to school holidays or other commitments.

Trip to Carlingford:	25th - 30th September 2017
Mid-Term Break:	30th October – 3rd November 2017
Christmas Holidays:	22nd Dec – 8th Jan 2018
Community Service:	29th Jan - 2nd February
February Mid-Term:	12th –16th Feb 2018
School Musical:	11th – 15th March 2018
Easter Holidays:	23rd March -9th April 2018

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 numbers above.

Thank you again for your participation in our programme.

Yours faithfully,

Caitriona Coyne
Work Experience Co-ordinator
workexperience@olschool.ie