



Our Lady's School

Founded 1953
Templeogue Road, Terenure, Dublin 6w
Telephone 4903241 Fax 4922511

Email: admin@olschool.ie



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Dear Parents/Guardians,

I want to take this opportunity to reiterate a few details pertaining to your daughters' work experience placement 2017/2018.

Your daughter has been advised to secure a minimum of two different work placements for Transition Year. If your daughter would prefer to gain experience in more than two work placements, she can choose shorter placements spanning 6-8 Tuesdays.

Your daughter will be covered by school insurance. It will be renewed on an annual basis in October. We recommend, due to the restrictions in school insurance, that your daughter does not work an evening job or find a work placement working with large animals.

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

- She can take a **maximum** of (2) one-week placements a year.
- Week placement cannot fall directly before or after a school holiday.
- Week placement cannot fall on the three weeks of rehearsals and performance of the Transition Year musical.
- Approval is required from the school at least three weeks in advance of placement.
- An orange permission letter, signed by a parent/guardian and the school management is required.

Please take this opportunity to discuss preferential work placements with your daughter. It is strongly advised that your daughter spends quality time researching her desired placement and take the necessary steps to secure placements for each Tuesday. Signed paperwork, email confirmations and letters are due to be returned to me in August when your daughter returns for the upcoming school year.

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

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.

Garda Vetting- Please find attached the new forms for Garda Vetting. This is required for student between 16-18 years who wish to work with children or vulnerable adults.

If you own a business or work in a company that could accept one of our students on placement, please email me on workexperience@olschool.ie. We are always looking to make new connections with employers and would really appreciate your continued support.

Thank you again for your participation in our programme. We wish the girls the very best of luck in their upcoming exams and hope they enjoy a relaxing summer.

Yours faithfully,

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