

Founded 1953

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# Our Lady’s School

## REPORT ON STUDENT’S PROGRESS DURING WORK EXPERIENCE/COMMUNITY SERVICE PLACEMENT

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of placement from: \_\_\_\_\_\_\_\_\_\_\_\_\_ to:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and address of Company/Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of work undertaken by student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Please mark student under the headings below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** |
| **Attendance** |  |  |  |  |  |
| **Punctuality** |  |  |  |  |  |
| **Ability to follow instructions** |  |  |  |  |  |
| **Enthusiasm** |  |  |  |  |  |
| **Capacity to work unsupervised** |  |  |  |  |  |
| **Ability to get on with fellow workers** |  |  |  |  |  |
| **Suitability for this type of work** |  |  |  |  |  |
| **Appropriate dress** |  |  |  |  |  |

**Other Relevant Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Your co-operation and support is very much appreciated. Thank you.**