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# Our Lady’s School

**Policy on placements outside of allocated Work Experience weeks**

A student in OLS is permitted a maximum of ONE additional placement during Transition Year if she has submitted all the relevant paperwork. This week will be given without the loss of credits.

Other weeks taken above and beyond this extra week will automatically incur the loss of credits.

If a student wishes to undertake Work Experience placement, in addition to the four allocated Work Experience placement dates, she must adhere to a specific application protocol.

1. The student must be seeking permission to accept a placement with a specific programme designed for Transition Year Students.
2. She must show, in her application form, that the placement is a field that she wishes to pursue after she completes her Leaving Certificate.
3. If her application is approved by the Work Experience Coordinator and Transition Year Coordinator, your daughter will be asked to complete school paperwork.
4. Both student and Parent/Guardian will both be asked to complete an orange Week Placement form which must be returned to reception. This will ensure the student doesn’t lose credits for her absence from school.
5. On her return to school after her placement an evaluation of the placement needs to completed and returned to her life skills teacher.

Important Notes:

* It is the responsibility of the student to catch up on any work/ assignments missed during her absence from school.
* A maximum of **ONE** additional placement will be given without the loss of credits.
* If a student fails to adhere to the policy outlines, it will result in the loss of credits for the duration of the time the student is absent from school.

Please find the application and evaluation application form attached