



**OUR
LADY'S
SCHOOL**
TERENURE



Letter to Parents/Guardians (Work Experience)

Dear Parents/Guardians,

September 2021

I want to take this opportunity to reiterate a few details pertaining to your daughters' work experience placement. Your daughter has been advised to secure three different work experience placements and one Community Service placement. The dates of these are

- **Placement 1** 18th - 22nd October 2021
- **Placement 2** 7th - 11th February 2022
- **Placement 3** 14th - 18th February 2022
- **Placement 4** 3rd - 6th May 2022 (Note: 4 day week)

Your daughter will be covered by school insurance while on placement. It will be renewed on an annual basis in October. **This document is available on the school website.** 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.

Absences- Students must inform their employer first and subsequently inform the school if she cannot attend her placement on any given day. This must be done prior to the start of business on the day of absence.

Garda Vetting- Your daughter will be instructed on completing Garda Vetting paperwork in school. Your signature will be required on paperwork. This is required for students over 16 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.

Please take this opportunity to discuss preferential work placements with your daughter. Where possible, students are encouraged to find placements in work related to the career in which they have a special interest. It is the responsibility of each student to make her own application and to find their own work experience placement as this is an essential element of preparation for the world of work.

Yours faithfully,

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