



North Monastery Secondary School
An Mhainistir Thuaidh

10.06.2022

Re: Transition Year Work Experience 2022-2023

Dear Parent(s)/Guardian(s),

We are writing to you to outline the 2022-2023 Transition Year Work Experience programme. Work Experience will commence from Wednesday, September 14th, 2022 and this will run every Wednesday from 9am to 1pm (except during school holidays) until Wednesday, May 24th, 2023.

This is a mandatory component to the Transition Year programme, therefore all students must participate.

You will find enclosed in this letter TWO important documents.

- (1) Letter to employer
- (2) Form to be completed by employer and returned to the school by August 29th, 2022.

IMPORTANT TO NOTE:

- Work experience **WILL NOT** be arranged by the school therefore, it is vital you begin to organise this work placement prior to returning to school on August 29th, 2022.
- Students are not confined to working in the same business for the entire academic year, however if your son is planning on changing his work placement he must notify the Work Experience Coordinator (Ms. Dunlea) and TY Coordinator (Ms. Harold) well in advance of any changes.
- You should provide the employer with the two documents enclosed and you may need to provide a CV or fill out an application form provided by the employer.

To keep up to date with the TY programme visit: www.northmonastery.ie/curriculum/transition-year/



RE: Transition Year Work Experience 2022-2023

Name of Student: _____

To Employer,

The above-named student has parental and school permission to go job searching to take up work experience during the 2022-2023 academic year. We would be grateful if you would consider our student to undertake their work placement within your organisation. Work Experience will take place every Wednesday from 9am to 1pm.

Ideally, this work placement should take place over the course of the 2022-2023 academic year (scheduled to begin from September 14th, 2022 to May 24th, 2023). However, if your company cannot accommodate for the full academic year we would be grateful if you could accommodate our student for Phase 1 of our work placement programme beginning on Wednesday September 14th 2022 to Wednesday October 26th, 2022 with Phase 2 commencing from Wednesday, November 2nd, 2022.

The work experience programme is covered by school insurance, but does not operate unless the company or workplace has its own cover.

The student may not engage in demolition and some types of building work operate machinery, work at height or any activities considered a hazard for this age group. Outside of the dates listed above, any work is by arrangement of the student, their parent(s)/guardian(s) and the employer.

A copy of the school's work experience insurance policy is available on request. We would like to thank you for engaging with this programme.

You can find more information about our TY Work Experience programme at www.northmonastery.ie/curriculum/transition-year/work/

Yours sincerely,

Claire Dunlea
Work Experience Coordinator

Lisa Harold
TY Coordinator



Work Experience Programme 2022-2023

Every Wednesday from 9am to 1pm

TO BE COMPLETED BY EMPLOYER AND RETURNED TO THE SCHOOL BY AUGUST 29TH 2022

Please **identify clearly** which programme your company is willing to participate in. Please tick [✓] appropriately.

- **Phase 1:** September 14th 2022 to October 26th 2022
- **Phase 1 to 4:** September 14th 2022 to May 24th 2023

Name of student:

Name of supervisor/manager:

Name and address
of employer:

Contact Number:

E-mail:

Website:

Brief description of work to be undertaken:

Signature of student: _____

Signature of employer: _____

A copy of the school's work experience insurance is available to the employer on request.

Work Placement will take place between the following dates:

- **Phase 1:** September 14th 2022 to October 26th 2023
 - **Phase 2:** November 2nd, 2022 to December 21st, 2022
 - **Phase 3:** January 11th to March 29th, 2023
 - **Phase 4:** April 19th to May 24th, 2023
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- Work placement should occur between 9am to 1pm each Wednesday (during the school term). Any work arranged outside these hours is between the employer and the students' parents/guardians.

 - **Our student is NOT ALLOWED to seek employment where he is required to operate heavy machinery/appliances, work on a construction site, employment which requires a safety pass or a job which requires your son to work from a height. School insurance will not cover such activities.**

 - The work experience programme is covered by the school's insurance, but does not operate unless the company or workplace has its own cover.

 - A copy of the school's work experience insurance cover will be made available upon request from the employer.