**WORK EXPERIENCE POLICY 2020 - 2021**

The Transition Year Programme is composed of a variety of elements one  
of which is a vocational preparation aspect. Central to this aspect is  
an experience in the workplace environment.

**WHEN?**

Work Experience is scheduled for two separate weeks this year: 8th – 12th February 2021 and 12th – 16th April 2021. It is also possible to experience the world of work during the school holidays.   
  
**CAN I DO A PLACEMENT OUTSIDE OF THESE DATES?**

There are limited occasions when the availability of a required  
placement falls outside of the designated dates. Examples may include T.Y. Hospital programmes, University and Third Level courses and placements organised by the I.T. sector. It is also possible to experience the world of work during the school holidays.

**HOW DO I APPLY?**

In these exceptional circumstances, a student is required to submit a cover letter along with a completed Extra Work Experience Formto the Work Experience Coordinator at least one month before the placement outlining the location and placement details and an explanation as to why the work placement cannot take place within the designated period or school holidays. This letter should be co-signed by a parent/ guardian. The Work Experience Coordinator, T.Y. Coordinator and Principal will consider the request and will inform the student within five working days of the outcome. School insurance will then be extended to cover the placement, subject to the agreement of the insurer, once the placement is ratified. Students will be recorded on the roll as being involved in a school activity and will not be marked absent.

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It is important to recognise that students who absent themselves from school miss classes and often find it difficult to settle on their return. Furthermore, the dynamic in class groups can be adversely affected due to reduced student numbers.

Please note that any student absent from class will be expected to keep up to date with her school work while away.

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