**WORK EXPERIENCE POLICY 2017-2018**

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 work place environment.

**WHEN?**

Work Experience is scheduled for two separate weeks this year: 5th – 9th February and 9th – 13th April 2018. An additional week from May 28th - June 1st 2018 is designated for those who may wish to complete an extra placement. 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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Students may not apply for an extra Work Experience placement during any of the following periods:

* Co-curricular Activity Week in October
* The school musical (the week of the show and the two weeks leading up to it)
* February Exams

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.

All matters pertaining to Work Experience should be addressed to Ms Gillespie. She may be reached by telephone through the T.Y. office at 2718902 or by email at meabhdh.gillespie@loretoabbeydalkey.ie

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