



GAELCHOLÁISTE REACHRANN

Bóthar Mhainistir na Gráinsí

Domhnach Míde,

Baile Átha Cliath 13.

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Suíomh Idirlín: www.gcreachrann.ie

Príomhoide: Máire Ní Ghealbháin M.Sc. B.A. (C.O.)

Príomhoide Tánaisteach: Ciarán Ó Rodaigh M.Bs B.A.Mod (ADO)

Transition Year Work Experience

Dear Sir / Madam.

Thank you for facilitating our work experience scheme for Transition Year students. We really appreciate your help and support – without which there could be no programme. Work experience is a central feature of the Transition year as it allows the students to discover at first hand the realities of the work place. Students get the opportunities to observe work skills in action, to relate to supervisors and employers and to undertake specific work tasks.

Over the years our students have found the work experience placements extremely beneficial and interesting and we hope that they contribute to your workplace in an enthusiastic and thoughtful way.

The work experience programme is covered by our school insurance, with the exception of some activities, which are listed. Enclosed is a copy of the policy for your information.

We would like to remind you that no payment is expected for work experience as it is considered to be part of the student's overall education. Where possible it is hoped that employers and supervisors would allocate tasks to the students to ensure that they get a realistic taste of work.

Enclosed is a progress report, which we ask you to complete and return to the school at the end of the placement via the student, or by post if you prefer. Please return the form as soon as possible as it is very important for our student records and Transition Year assessment.

Should you experience any difficulty during placement, please do not hesitate to contact me at Gaelcholáiste Reachrann.

Thank you again for your co-operation.

Yours faithfully,

Ciarán Ó Caomhánaigh
Work Experience Co-ordinator