



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE S.J.

DOORADOYLE, LIMERICK V94 W6W8

Dear Parent/Guardian,

All students offered a place in Transition Year are required to undertake Work Experience/Work Shadowing in an area of employment that they are interested in for one day per week for half the school year. Work experience will take place on Friday of each week

These placements are of great benefit to students when making decisions regarding subject options in fifth year and choosing courses in third level.

Your son/daughter will receive Work Experience Forms which need to be signed by the student, parent/guardian and employer. It is essential, for insurance purposes, that these forms be properly completed and returned to the Guidance Counsellors as soon as possible, before the student goes on Work Experience.

I ask for your co-operation in this matter. If the forms are not returned, the student will not be covered by the school's insurance. The Work Experience forms include:

1. A work experience grid
2. The work placement summary sheet
3. Student Code of Conduct.
4. Garda Vetting Form

Forms 1,2 and 3 need to be completed and returned to the Guidance Counsellors by Tuesday 4th September 2018.

Documentation for the Employer:

1. Letter from the school
2. The work placement summary sheet (same sheet as above)
3. Student code of conduct. (same sheet as above)
4. Host employers Guidance leaflet
5. State indemnity confirmation statement
6. Employers report on work experience

The work placement summary sheet needs to be signed by the employer, parent/guardian and student and returned by Tuesday 4th September 2018. The student must have one, work placement summary sheet signed for each Work Experience.

All forms can be downloaded from the Crescent website: www.crescentsj.com under Guidance and Transition Year. Please note there is a CV template included on the web site.

Yours sincerely,

Ita Danaher
Guidance Counsellor

Caroline Coughlan
Guidance Counsellor

Peter Moloney
Guidance Counsellor

Karin Fleming: Principal & Secretary to the Board of Management **Sinead Mulcahy:** Deputy Head
Tel: 061 229655 **Email:** info@crescentsj.com **Website:** www.crescentsj.com

