**Work Experience Policy, October 2018**

**School Name:** Edmund Rice Secondary School, Carrick-on-Suir.

**School Address:** Mount St. Nicholas, Carrick-on- Suir, Co. Tipperary.

**School Details:** ERSS Carrick-on-Suir is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of ERSS Carrick-on-Suir is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

**Mission Statement:**

Inspired by its founder, ERSS Carrick-on-Suir’s mission is to “*To provide a caring Christian community which celebrates effort and talent in an environment of hope and happiness"* , with a vision to *“Learn together, succeed together in a respectful environment.”*

**Ethos**:

As an Edmund Rice School ERSS Carrick-on-Suir seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

● Nurturing faith, Christian spirituality and Gospel-based values

● Promoting partnership in the school community

● Excelling in teaching and learning

● Creating a caring school community

● Inspiring transformational leadership

Please Note:

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th. May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

**Introduction**

This policy was drawn up by the staff and Board of Management of ERSS Carrick-on-Suir in order to clarify our school’s position on the Transition Year and LCVP students seeking work experience

**Rationale**

As an increasing number of secondary students involve themselves in the above mentioned programmes, ERSS Carrick-on-Suir considers:

• Who we would consider eligible for work experience

• How long we would consider the work experience to last for

• Suitable employees for a work experience block.

**Aims and objectives**

• To student with meaningful and hands-on work experience

• To minimise disruption to the teaching and learning process which is the core activity of our school.

**Process required**

Students will be reminded that they are representing the school and are enrolled on a course of study under the direction of the school and accordingly must follow the directions set out in the school policy documents. Work experience will be on Wednesdays for the duration of the school year.

The following documents will be required by students going on work experience.

TY Letter to Parents

TY Parental Consent Form

TY Insurance Letter

TY work Experience Sample Letter.

**Approval:**

This policy has been distributed to staff, parents and students for their approval.

Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of ERSS Carrick-on-Suir;

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy will be due for review on:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transition Year Work Experience**

Dear Parent/Guardian

I would like to welcome all the TY students. I hope the year will prove to be both rewarding and fulfilling for all involved. This year will bring new challenges to all the students. They will experience a wide range of subjects, sports, activities and work experience which will be new and rewarding.

TY in our school involves a weekly (Friday) work experience module. It is the responsibility of the students to go out and actively seek a work experience placement.

Please note the following points about the work experience placement:

* The enclosed parent/guardian consent form must be filled in and returned to the school.
* An insurance letter for employers is given to each student.
* An Employer’s Questionnaire is forwarded to each employer to be completed and returned to the TY Co-ordinator.

I encourage all students to arrange their work experience as soon as possible.

Thanking You

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Linda Barry

TY Co-ordinator

**Consent form for Parents/Guardians**

I give permission for ……………………………………………….. to participate in a work experience scheme organised by the school and covered by the school’s insurance policies, at the below listed Business/Organisation for the purpose of gaining experience and insight into the world of work. I confirm that he does not suffer from any disability, which could result in unnecessary risk to his safety and that of other people.

I am aware that students participating in the work experience aspect of the course will be treated, as far as possible, as new employees, subject to the normal conditions and hours of work.

The work experience module will take place each Friday during term time.

Name of Business/Organisation: …………………………………………………………………………………………………….

Dates of Work Experience: …………………………………………………………………………………………………….

Address of Business/Organisation: …………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………..............

Name of Contact Person in the place of Work Experience: ………………………………………………………

Phone number of contact person: ……………………………… Mobile: ……………………………………………

Signed by parents/guardians

……………………………………………….. Date: ...............................................

Thanking You,

Linda Barry, TY Co-ordinator

To Whom It May Concern,

Transition Year Students on Work Experience are covered by the School Insurance Policy with

Allianz Pupil Personal Accident Insurance, Policy Number DN RPA 4551643.

Thanking you

Linda Barry

TY Co-ordinator

**Sample letter for work experience**

**Your name Full Address**

**The Employers name Full Address**

**Date**

Dear Sir/Madam

I am a Transition Year student at ERSS Carrick-on-Suir

I would like to enquire about the possibility of a work experience placement with your **business/organisation** during the school year September 2018 – May 2019. The work experience will take place on a weekly basis (Wednesday) during term time.

I would like to work at your **business/organisation, (you fill in what is**

**appropriate for your placement) because….. (let them know how interested you are)**

I have**….. (list any experience that you may have e.g. had a paper round for a year, have a part time job in a local shop, worked for your uncle……)**

I am **…... (list some of your personal skills and qualities e.g. friendly, reliable, hard working, punctual, enjoy meeting people etc.)** My personal interests are**……( sports, reading, cycling, fishing etc.)**

I look forward to hearing from you in the very near future.

Thanking you

**(Sign your letter )**