

May 2017

Dear Sir/Madam,

I am writing to enquire if you can accommodate a work experience candidate as part of their Transition Year programme. The aim of work experience is to provide students with a deeper understanding of the workplace and practical hands-on experience of the working world.

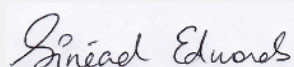
We require our students to seek a position for a full day every Friday during the school term and two block placements of one week each in duration. This year, Friday work placement runs from **15th September- 18th May 2018 inclusive**. Block placement dates run between **25th September - 29th September 2017** and **19th - 23rd March 2018**.

We would like to assure you that all our students will be fully covered by the school insurance for all hours worked. All work experience is on a voluntary basis and does not require payment. We would also like to emphasise that we in St Peter's have a dedicated team of teachers who will monitor student's attendance and progress on a regular basis.

Should you have a position available, please do not hesitate to contact me on 01-8252552, or alternatively, email me on SEdmonds.spc@lmetb.ie

Many thanks for taking the time to consider this valuable programme.

Yours faithfully,



Sinéad Edmonds
Work Experience Co-ordinator