



May 2023

Dear Parent/Guardian

The aim of Work and Community Placement (WCP) is to provide students with a deeper understanding of the workplace and practical hands-on experience of the working world. It is a wonderful opportunity to try new areas, develop new skills, challenge perceptions, and make very useful contacts for future endeavours.

We require students to seek a position for a full day every Monday during the school term and two block placements of one week each in duration. This year, Monday work placement runs from **18<sup>th</sup> September 2023 – 20<sup>th</sup> May 2024** inclusive. Block placement dates run between Monday **18<sup>th</sup> – Friday 22<sup>nd</sup> December 2023** and Monday **18<sup>th</sup> – 22<sup>nd</sup> March 2023**.

We encourage all students to try different placements for each block period. As a school, we pride ourselves on nurturing global citizens and we would encourage all students to complete volunteer work in a charity organisation and/or social enterprise initiatives where possible.

Students are covered by the Louth and Meath Education and Training Board insurance, underwritten by IPB Insurance, while participating in work experience. However, students should not engage in activities which are beyond their capabilities, use specialised machinery or equipment or require specialised training. All work experience is on a voluntary basis and should not involve payment.

Students will need to be Garda vetted for positions working with children or vulnerable persons. Please be aware that this process can only start once a student is 16 years old and takes approximately 3 weeks to complete.

It is the responsibility of the student to seek appropriate placement as this is part of the learning process. All parents must be satisfied with the environment in which placement(s) will take place for their son or daughter. The school does not carry out off site inspections on working conditions or personnel, or vet employers.

All Work and Community Placement documents are available for download under the TY section of the school website. Please read a copy of the WCP guidelines at your earliest convenience. Kind regards,

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