

19 September 2012

To: Employer taking a Transition Year Student for Work Experience

Dear

Thank you for agreeing to take one of our students..... for a *Work Experience* placement from 6th December to 20th December 2012

We feel that *Work-experience* will be of great value to students in helping them mature and gain insight into the world of employment. We appreciate your generosity in giving this placement to our student.

The student will be expected to comply with the terms and conditions laid down by you the 'employer'. S/he clearly understands that there is no question of payment for any work completed and has been instructed to carry out the work according to your wishes.

Please ensure that if their work involves children or vulnerable-adults, that our students are supervised at all times.

In relation to Insurance, the student is indemnified by the *Department of Education and Skills* for the duration of the *Work-experience* placement.

We would appreciate if you would complete the enclosed form for our records.

We endeavour to telephone all employers during the course of the placement and look forward to talking to you. However if you have any queries or if difficulties arise please do not hesitate to contact me at Portmarnock Community School, 01-803 8056.

Yours sincerely

Donal O' Mahony
Transition Year Co-ordinator

