



## **Work Experience for Transition Year Students Policy**

This policy has been drawn in response to the growing number of applications the school receives on an annual basis to facilitate local secondary school students with placements for Transition Year Work Experience.

Simply put, the school cannot facilitate all of the applicants while providing a meaningful experience for the TY students themselves. This policy also takes account of the health and safety of the children on campus and the smooth running of the school by staff.

### **Applying for Transition Year Work Experience**

- The TY student must apply in writing (by email: [office@scoilmhuiremountsackville.com](mailto:office@scoilmhuiremountsackville.com)) to the Principal of Scoil Mhuire NS. This letter of application should state the dates when the student is requesting to work in the school.
- Applications must be made at least 6 weeks prior to planned commencement date.
- Applicants must also fill out the “TY Work Experience Application Form” (attached) and this form must be signed by the student and a parent/guardian.
- Applicants must be over 16 years of age on the date the commence work experience.
- Applicants must be Garda vetted and must provide the relevant documentation.

### **Selection of Applicants**

- Based on the number of students applying and the information presented in the application form, the Principal will decide whether or not a work experience placement can be offered to the student.
- Placements will not be offered on a first come-first served basis, but based on the content of the application form.
- The Principal will respond to the student by email to inform them of the decision made.
- The Principal will respond within one week of receipt of application.

### **Important Information**

Accommodating TY students can affect the smooth running of the school. It requires extra work from staff to ensure the health and safety of additional juveniles, while also extra

delegation and supervision work by a wide range of staff. For this reason, the following are also part of the Scoil Mhuire NS. school policy:

- There will be a maximum of two TY students accommodated in any academic year.
- No more than one TY students will be accommodated at any one time.
- Scoil Mhuire NS strongly encourages TY students with a genuine interest in exploring a career as a teacher or special needs assistant to apply for a work experience position.

This Policy was reviewed and ratified by the Board of Management on: [13<sup>th</sup> Feb 2024](#)

Signed: *Carmel O'Halloran*

Sr. Carmel O'Halloran

Chairperson

Signed: *Caragh Sugrue*

Caragh Sugrue

Principal/Secretary BoM

## Application Form for Transition Year Work Experience

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>School:</b>	
<b>Email address:</b>	
<b>Name of Parent:</b>	
<b>Parent's Phone:</b>	
<b>Number:</b>	
<b>Dates of Work Experience:</b>	

**Why are you considering a career in education?**

**Have you any experience working with children in any capacity?**

**What skills/talents can you share with the children?**

**What are you hoping to learn during your time in Scoil Mhuire NS.?**

**Is there any particular area of the Primary School Curriculum that you are particularly interested in?**

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<b>TY Student's Signature:</b>
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<b>Parent's Signature:</b>
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<b>Date:</b>
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