

Meánscoil Iognáid Rís,
Nás na Rí,
Co. Chill Dara.



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Transition Year Work Experience Programme.

Dear Parent/Guardians,

Enclosed is some information regarding the up-coming work experience programme.

The transition year option in our school includes two work experience modules. Both modules are a fortnight in duration; the first one takes place during the first term and the second one will happen during the third term of school. The work experience modules are an integral part of the transition year experience and we hope that they will be both positive and rewarding. In keeping with our policy of encouraging the students to take responsibility for their own learning experiences, **the onus is very much on the individual students to go out and actively seek a placement in a work experience area of their own choosing.** This is an opportunity for the students to 'try out' particular areas of endeavour that they feel that they might be interested in or that they might follow as a career path later on. As with many other facets of transition year life, the students find out that they will get out of the work experience module exactly what they put into it, so an enthusiastic approach to the work placement will lead to a rewarding experience – and vice versa!

Please note the following points about work experience and what is expected of the students:

- **For Insurance reasons, the enclosed parental consent form must be filled in and returned to the school before your son goes out on Work Experience. (If you need, you can scan and Email the completed form to nr@naascbs.ie)**
- This is an opportunity to gain experience in a field of work with a view to finding out its 'suitability' for possible employment paths later in life.
- The 'handiest' option – the factory down the road, the family shop, the aunt or uncle with their own business etc. – may not always be the right one.
- **Simply working extra hours in an existing part-time job is not acceptable.**
- Working directly for the students' own parents is discouraged. However, working in the workplace of the parents, if the student is not directly under them, is permissible.
- It is important to choose an area of work that the student likes or thinks he may like as this increases the chance of a positive work experience for him.
- The work experience is to be done in lieu of school and so ideally, must take place during the day. Some flexibility is allowable. Working in licensed premises at night is not permissible and, depending on the student's age, may be illegal.
- Naas and its hinterland have quite a small pool of employers and many schools may have candidates seeking work experience. **The importance of making and confirming arrangements early cannot be emphasised enough.**
- It is important to make the best of the work experience; even if the student finds that he does not like the work – negative reaction is also a learning experience and that area of work may be chalked off a list of possible employment routes. It is also important that students give of their best in the workplace – they will hear more from me on that subject in school later!
- Finally, I **urge and encourage all students to arrange their work experience as soon as possible.** With that much done, they will be free to concentrate on the other everyday learning aspects of transition year. Thanks again for your support.

Mise le meas,

Niall Rennick
(TY Coordinator and Year Head)

To Whom It May Concern

Date: 09th January 2019

Edmund Rice School Trust / Meánscoil Iognáid Rís, Naas, Co. Kildare

As Insurance Brokers to the above mentioned, we confirm that they hold a Schools Combined Policy with Allianz Plc under Policy No: CO RES 1957648. The Policy was renewed for 12 months from 1st January 2019 and is renewable on the 1st January 2020. Details of the cover are outlined below:

Employers & Public Liability

The limit of indemnity under the Employers Liability section is €33 Million any one accident whilst the Public Liability section has a limit of €30 Million any one accident.

The policy covers the legal liability of the Board of Management and the school arising from or connected with a School Related Activity subject to the terms conditions and exclusions of the Custodian Schools Protection Policy.

The policy also extends to cover the legal liability of the Board of Management or School arising from or in any way associated with any Work Experience Schemes organised by the school or in which they participate. However if the work involves any of the undemoted then cover will only apply whilst the students are "Work Shadowing" only, i.e., observing how the work is performed from a position of safety:

Work in Motor Garages, Repair/Maintenance of electrical and Mechanical Machinery, Engineering work involving welding, Use of power driven woodworking machinery

The following activities are specifically excluded from the policy:

Radioactive/Atomic Energy Risks, Aviation Risks, Demolition, Tunnelling and Mining Risks Seaman or shipping risks, Tree felling or lopping, Work involving the use of scaffolding Internal/external work on buildings in excess of 20ft above floor/ground level, Use of motor vehicles

If you have any further queries please do not hesitate to contact the undersigned.

Yours sincerely



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