26/08/2014

**Transition Year Work Experience**

Dear Parent/Guardian

I would like to welcome all the TY students. I hope the year will prove to be both rewarding and fulfilling for all involved. This year will bring new challenges to all the students. They will experience a wide range of subjects, sports, activities and work experience which will be new and rewarding.

TY in our school involves a weekly (Friday) work experience module. It is the responsibility of the students to go out and actively seek a work experience placement.

Please note the following points about the work experience placement:

* The enclosed parent/guardian consent form must be filled in and returned to the school.
* An insurance letter for employers is given to each student.
* An Employer’s Questionnaire is forwarded to each employer to be completed and returned to the TY Co-ordinator.

I encourage all students to arrange their work experience as soon as possible.

Thanking You

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Michael Timmons

TY Co-ordinator