



# St. Patrick's Classical School

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Principal: Colm O'Rourke

Deputy Principals: Harry McGarry • John Kenny • Sinéad Bannon

To Whom it May Concern,

St Patrick's actively participates in a Work Placement programme for our Transition Year students. As part of this programme, each student is encouraged to gain Work Experience during the school term, and during normal working hours.

The schools insurance policy has been extended to cover each pupil during this period of Work Experience.

We would be grateful if you could facilitate our student in completing a block of Work Experience in your organisation on the week of the \_\_\_\_\_

The Pupils understand that they must comply with any conditions you lay down regarding activities, safety, and confidentiality. They are also given instructions beforehand about attendance, punctuality and codes of behaviour in the workplace.

The school appreciates your assistance in accommodating one of our Pupils. If you require any further details, please contact me at the school.

Many thanks.

Ciaran Murphy

TY Coordinator