



St. Declan's Community College

Kilmacthomas
Co. Waterford

Principal: Gráinne Walsh

Deputy Principal(s): Elaine Murray/Eleanor Uí Chatháin

Telephone: 051 294100

Coláiste Phobail Deagláin Naofa

Coill Mhic Thomáisín
Co. Phortláirge

Príomhoide: Gráinne Walsh

Leasphríomhoidí: Elaine Murray/Eleanor Uí Chatháin

Teileafón: 051 29410

Nov.2025

Dear Parent/Guardian,

Our students are embarking on a new phase of their Transition year journey into the field of work. The students are ambassadors for our school in the workplace, and we have always received glowing reports from our employers. Students while on work experience are subject to St. Declans Code of Positive Behaviour, as well as all other school policies and procedures; and are expected to follow a high standard of behaviour while in the workplace.

While on work experience students are required to comply with all Health and Safety policies in the workplace and not engage in any activity that might put them in danger or might breach health and safety protocols. A student who is requested or encouraged to engage in any inappropriate or unsafe behaviour in the workplace should inform their Parent/Guardian who should inform the school immediately.

A frequent request from students/employers is to operate machinery, **the insurance policy specifically states the student is *not* to operate any mechanically operated machinery.**

Students will have a visit or phone call regarding their progress while on placement. A record of attendance is required in the student report book. **If a student is unwell or unable to attend work experience the procedure is as follows:**

- Contact the employer to explain absence.
- Contact the school to explain absence. (Please give the students name/class/employer)

It is very important that all absences are reported to the employer and school as close to 9.00am as possible. Having an accurate record of where our students are is very important as we must comply with Child Safeguarding guidelines.

Should any child safeguarding issue arise please contact our Designated Liaison person (DLP) Ms. Walsh (Principal) or the Deputy DLP Ms. Uí Chatháin (Deputy Principal) immediately.

Students leaving the structured environment of the school might experience anxiety as this is a new experience. Please discuss with your child the work experience day. Work experience is a great opportunity for the student, and it helps the student mature and gives the student confidence and helps with the career selection process.

Work experience will be a wonderful experience, and I wish the students every success as they dip their toe into the world of work. Should there be any difficulties over the two weeks please contact me at the number below.

Again, thank you for continued support of the Transition Year Programme.

Yours sincerely,
Michael Meleady,
Programmes Co-Ordinator