

Transition Year Work Experience 2026 - 2027



May 22th, 2026

To whom it may concern,

Loreto Secondary School, Wexford actively participates in a work experience programme for Transition Year students. As part of this programme, each student is expected to gain a work experience placement every **Monday from 7th September** . Students will, where possible, complete two placements throughout the academic year - one placement either side of the Christmas break.

The school's insurance policy has been extended to cover each student during this period of work experience. A copy of the work experience indemnity letter is available to all students via the school website.

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

The school appreciates your assistance in accommodating our students. On completion of the work experience, we would be grateful if you could complete an evaluation form. Your evaluation is part of the students' end of year assessment and provides valuable feedback for the student.

If you require any further details, please do not hesitate to contact me at 0539146162 or tycoordinator@loretowexford.com.

Thank you for your cooperation and time.

Yours sincerely,

Ruth Kennedy

Programme Coordinator