



Work Experience Policy:



School Name: De La Salle College, Waterford.

School Address: Newtown, Waterford.

School Roll Number: 649500

School Details: De La Salle Waterford is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Le Chéile Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

School Management: The Board of Management of De La Salle, Waterford is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement:

Inspired by its founder, the mission of the college is to: *“De La Salle College, Waterford is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*

Ethos:

As a Le Chéile school in the De La Salle tradition De La Salle Waterford seeks to promote the key values of a Le Chéile school as espoused by life St. Jean-Baptiste De La Salle. Graduates of our school are characterised a keen sense of the following:

- Intellectual Development
- Emotional and Social Development
- Moral Development
- Spiritual Development
- Concern for Others

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

Introduction

This policy was drawn up by the staff and Board of Management of De La Salle College in order to clarify our school's position on the Transition Year, Leaving Certificate Applied and Leaving Certificate Vocational Programme students seeking work experience

Rationale

As an increasing number of secondary students involve themselves in the above mentioned programme, De La Salle considers:

- Who we would consider eligible for work experience
- How long we would consider the work experience to last for
- Suitable employees for a work experience block.

Aims and objectives

- To student with meaningful and hands-on work experience
- To minimise disruption to the learning and teaching, which is the core activity of our school.

Process required

Students will be reminded that they are representing the school and are enrolled on a course of study under the direction of the school and accordingly must follow the directions set out in the school policy documents. Work experience will be on a block release during the school year.

The following documents will be required by students going on work experience.

TY/LCA/LCVP Letter to Parents

TY/LCA/LCVP Parental Consent Form

TY/LCA/LCVP Insurance Letter

TY/LCA/LCVP work Experience Sample Letter.

Contact Person

The TY/LCA and LCVP Coordinators will act as the contact persons for students from other schools regarding work experience in De La Salle College.

Approval:

This policy has been distributed to staff, parents and students for their approval. Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of De La Salle:

Chairperson: *Alex Widge*

Date: *23/1/2022*

This policy will be due for review on:

Date: *23/1/2025*

