



## **Work and Community Placement Guidelines for Parents and Students**

### **Aim of the Programme:**

The aim of Work and Community Placement is to provide students with a deeper understanding of the workplace and practical hands-on experience of the world outside school. It is a wonderful opportunity to try new areas, develop new skills, challenge perceptions and make very useful contacts for future endeavours. Students have an opportunity to make a real difference in their community by engaging with local social enterprise and charity organisations.

### **Schedule:**

- **November: 17<sup>th</sup> – 21<sup>st</sup>**
- **January: 19<sup>th</sup> – 23<sup>rd</sup>**
- **May: 11<sup>th</sup> – 15<sup>h</sup>**

Students work the hours requested by the placement within the following limits: minimum duration of 3 hours (i.e. 9am-12pm); maximum duration of 7 hours.

### **Seeking placement:**

It is the responsibility of the student to seek an appropriate position for work experience. Parents must be satisfied with the placement environment. Students are notified of their responsibility at the end of third year and are *strongly advised* to seek positions over the summer period. The school is not able to facilitate work experience in school on designated work and community placement weeks. Students are encouraged to find community placement and/or charity work.

### **Garda Vetting**

If your work experience placement requires you to be garda vetted, you must get the forms from Iníon Dowling. This process can take up to two months, so it is best to get them in September. Please note that a student must be 16 years of age in order to be garda vetted. If you are not 16 and your placement is asking for you to be vetted, you will have to seek an additional placement.

### **Expectations of our students:**

- Students shall attend placement on the correct days and at the times agreed with the employer.
- They will follow all instructions given by the employer and colleagues to the best of their ability.
- Students will contact the employer regarding absences or changes to dates outlined.
- Students are representing both themselves and the school, and possible opportunities for students in the future. We expect all students to act in a mannerly and respectful way.
- In order to make the process more meaningful, students are must reflect on their experiences in their reflective journal every evening.

### **Out of regular placement**

Students are given the opportunity to participate in placement every Monday and for two scheduled block placements every year. On occasion, TY Specific programmes arise outside of the designated block placement weeks i.e. An Garda Síochána, HSE, Law Library, Dublin Airport Authority and College courses (this list is not exhaustive). Whilst not ideal in respect of potential conflict with planned TY programme activities and programmes of work, the school will *try* and facilitate placement in this regard, where possible.

If students wish to apply for the aforementioned additional work placement, they must **apply in writing at least two weeks prior to the date** in question by completing an *out of regular placement form*. This form is available for download from the school website or from Iníon Dowling. This process will enable the school to evaluate the merit of the proposed work experience. As a school we have a duty of care to protect teaching and learning in the classroom and the spirit of the TY programme. All applications shall be reviewed by the TY team. *No placement is guaranteed, and no student has permission to attend a placement without confirmation from the TY Coordinator.*



To whom it may concern,

The aim of *Work and Community Placement* (WCP) is to provide students with a deeper understanding of the workplace and practical hands-on experience of the working world. It is a wonderful opportunity to try new areas of interest, develop new skills, challenge perceptions and make very useful contacts for future endeavours.

**Schedule:**

- **November: 17<sup>th</sup> – 21<sup>st</sup>**
- **January: 19<sup>th</sup> – 23<sup>rd</sup>**
- **May: 11<sup>th</sup> – 15<sup>h</sup>**

Students work the hours requested by the placement within the following limits: minimum duration of 3 hours (i.e. 9am-12pm); maximum duration of 7 hours. We would like to assure you that all students will be fully covered by the school insurance for all hours of placement. All work experience is on a voluntary basis and should not involve payment.

We have very high expectations of our students. It is the responsibility of the student to attend placement on the correct days at the agreed times and to notify the employer regarding absences or changes to the dates outlined. Students are aware they are representing both themselves and the school, and possible opportunities for students in the future. We expect all students to act in a mannerly and respectful way and complete tasks to the best of their ability.

In order to monitor attendance, we would really appreciate if you could sign the students *WCP logbook* every week and/or at the end of block placement. In order to make the process more meaningful, students are asked to reflect on their learning in their reflective journal. Students shall require more formative feedback from employers at the end of block week(s) and will distribute related forms at that time.

We are most grateful to all employers and agencies who offer our students an opportunity to explore meaningful areas of interest outside school. We acknowledge the commitment and time it takes to facilitate placements. We wish it to be an enjoyable and fulfilling experience for everyone involved.

Please feel free to contact me if you have any further queries or concerns.

Kind regards,

Lauren Dowling

# 2025/26 Programme Calendar

August 2025		September 2025		October 2025		November 2025		December 2025	
TY	LCA	TY	LCA	TY	LCA	TY	LCA	TY	LCA
1 Fr		1 Mo		1 We		1 Sa		1 Mo	
2 Sa		2 Tu		2 Th	SOAR	2 Su		2 Tu	
3 Su		3 We		3 Fr		3 Mo	Rubbish Film Festival	3 We	
4 Mo		4 Th	JFK	4 Sa		4 Tu	Rubbish Film Festival	4 Th	Ice Skating
5 Tu		5 Fr		5 Su		5 We		5 Fr	Discretionary Day
6 We		6 Sa		6 Mo		6 Th	Self D	6 Sa	
7 Th		7 Su		7 Tu		7 Fr	Rotation	7 Su	
8 Fr		8 Mo		8 We		8 Sa		8 Mo	
9 Sa		9 Tu	Enterprise Day	9 Th	Barista 3&4	9 Su		9 Tu	
10 Su		10 We		10 Fr		10 Mo		10 We	
11 Mo		11 Th	Reptile Haven	11 Sa		11 Tu		11 Th	Trade Fair
12 Tu		12 Fr		12 Su		12 We		12 Fr	
13 We		13 Sa		13 Mo		13 Th	Conor Breen Magic	13 Sa	
14 Th		14 Su		14 Tu	LCA 2PTM	14 Fr	DCU Open Day	14 Su	
15 Fr		15 Mo		15 We		15 Sa		15 Mo	
16 Sa		16 Tu		16 Th	Barista 5	16 Su	Barista 1	16 Tu	
17 Su		17 We	Journalism talk p.1	17 Fr		17 Mo		17 We	
18 Mo		18 Th	Driving School	18 Sa		18 Tu		18 Th	Xmas Activities
19 Tu		19 Fr		19 Su		19 We		19 Fr	
20 We		20 Sa		20 Mo		20 Th		20 Sa	
21 Th		21 Su		21 Tu		21 Fr		21 Su	
22 Fr		22 Mo		22 We		22 Sa		22 Mo	
23 Sa		23 Tu		23 Th	First Aid	23 Su		23 Tu	
24 Su		24 We		24 Fr		24 Mo		24 We	
25 Mo		25 Th	Barista 1&2	25 Sa		25 Tu		25 Th	
26 Tu		26 Fr		26 Su		26 We		26 Fr	
27 We		27 Sa		27 Mo		27 Th	Older Training Day	27 Sa	
28 Th	Causey Farm	28 Su		28 Tu		28 Fr		28 Su	
29 Fr		29 Mo	Discretionary Day	29 We		29 Sa		29 Mo	
30 Sa		30 Tu		30 Th		30 Su		30 Tu	
31 Su		31 Fr		31 We		31 Mo		31 We	

Christmas Holidays

Mid-Term

November Assessments

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

Work Experience

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Work Experience

January 2026		February 2026		March 2026		April 2026		May 2026	
TY	LCA	TY	LCA	TY	LCA	TY	LCA	TY	LCA
1 Th	Christmas Holidays	1 Su		1 Su		1 We		1 Fr	Musical
2 Fr		2 Mo	Bank Holiday	2 Mo		2 Th		2 Sa	
3 Sa		3 Tu		3 Tu		3 Fr		3 Su	
4 Su		4 We		4 We		4 Sa		4 Mo	Bank Holiday
5 Mo		5 Th	RSE	5 Th	SelfFest	5 Su		5 Tu	Discretionary Day
6 Tu		6 Fr		6 Fr		6 Mo		6 We	
7 We		7 Sa		7 Sa		7 Tu		7 Th	
8 Th	Movie Magic	8 Su		8 Su		8 We		8 Fr	
9 Fr	Movie Magic	9 Mo		9 Mo		9 Th		9 Sa	
10 Sa		10 Tu		10 Tu		10 Fr		10 Su	
11 Su		11 We		11 We		11 Sa		11 Mo	
12 Mo		12 Th		12 Th	Go Quest	12 Su		12 Tu	
13 Tu		13 Fr		13 Fr		13 Mo		13 We	Work Experience
14 We		14 Sa		14 Sa		14 Tu		14 Th	
15 Th	Oide Training Day	15 Su		15 Su		15 We		15 Fr	
16 Fr		16 Mo		16 Mo		16 Th		16 Sa	Driving School
17 Sa		17 Tu		17 Tu	Bank Holiday	17 Fr		17 Su	
18 Su		18 We		18 We		18 Sa		18 Mo	
19 Mo		19 Th		19 Th		19 Su		19 Tu	
20 Tu		20 Fr		20 Fr		20 Mo		20 We	
21 We	Mock Exams	21 Sa		21 Sa		21 Tu		21 Th	Celebration Afternoon
22 Th	Work Experience	22 Su		22 Su		22 We		22 Fr	End of Year Trip
23 Fr		23 Mo	Rotation	23 Mo		23 Th	Musical Rehearsal	23 Sa	
24 Sa		24 Tu		24 Tu		24 Fr		24 Su	
25 Su		25 We		25 We		25 Sa		25 Mo	
26 Mo		26 Th	Tony O'Reilly	26 Th	Insta Tour	26 Su		26 Tu	
27 Tu		27 Fr		27 Fr	Session 2,4 Tasks Due	27 Mo		27 We	Exit Interviews
28 We		28 Sa	Senior Trip	28 Sa		28 Tu		28 Th	
29 Th	RSE	29 Su		29 Su		29 We		29 Fr	
30 Fr		30 Mo		30 Mo		30 Th		30 Sa	
31 Sa		31 Tu		31 Tu	Easter Holidays	31 Su		31 Su	

# Schedule

Date	Event	Location	Time	Group
28 <sup>th</sup> August	Bonding Trip Causey Farm	External	Full day	All groups
4 <sup>th</sup> September	JFK Forensic Workshop	Lecture hall	1.30-3.30	All groups
9 <sup>th</sup> September	Enterprise Idea Generation Day	External	8.35-1.30	All groups
11 <sup>th</sup> September	Reptile Haven	Old Music Room	2-hour blocks	8.33 – Newgrange 10.58 – Tara 1.34 – Loughcrew
18 <sup>th</sup> September	Airport Driving School	External	Full Day	All groups
25 <sup>th</sup> September	Barista Training	TBC	Half day block	Groups Below
2 <sup>nd</sup> October	SOAR	TBC	10am – 1pm	All groups (students wear their own clothes)
9 <sup>th</sup> October	Barista Training	TBC	Half day block	Groups Below
16 <sup>th</sup> October	Barista Training	TBC	Half day block	Groups Below
23 <sup>rd</sup> October	First Aid Training	TBC	Full day	All groups
6 <sup>th</sup> November	Self Defence	Old Music Room	Half day block	8.30 - 11.56 Loughcrew & half Newgrange 11.56-3.30 Tara & half Newgrange
13 <sup>th</sup> November	Conor Breen Magic	Lecture hall	1.30-3.30	All groups
14 <sup>th</sup> November	DCU Open Day	External	8.15 – 3.30	All groups
17 <sup>th</sup> – 21 <sup>st</sup> November	Work Experience	External	Full week	All groups
4 <sup>th</sup> December	Ice Skating Blanchardstown	External	8.15 – 3.30	All groups
11 <sup>th</sup> December	Trade Fair	PE Hall	8.30-3.30	All groups
18 <sup>th</sup> December	Christmas Activities	Old Music Room	1.30-3.30	All groups
8 <sup>th</sup> January	Movie Magic	Old Music Room	Full day	Tara - half Loughcrew
9 <sup>th</sup> January	Movie Magic	Old Music Room	Full day	Newgrange - half Loughcrew
19 <sup>th</sup> – 23 <sup>rd</sup> January	Work Experience	External	Full week	All groups
29 <sup>th</sup> January	Relationships, Sexuality and Health	TBC	Full day	Lough crew - half Tara
5 <sup>th</sup> February	Relationships, Sexuality and Health	TBC	Full day	Newgrange - half Tara
26 <sup>th</sup> February	Tony O'Reilly Gambling Addiction	Lecture hall	1.30-3.30	All groups
5 <sup>th</sup> March	SciFest Fair	TBC	Full day	All groups
12 <sup>th</sup> March	Go Quest escape rooms & Blanchardstown	External	Full day	All groups
26 <sup>th</sup> March	Insta Tour – Dublin City	External	Full day	All groups
15-17 <sup>th</sup> April	Gaeltacht	External	3 days	50 students MAX (additional cost)
28 Apr – 1 <sup>st</sup> May	Musical		Full day	Musical Specialism Students
11 <sup>th</sup> -15 <sup>th</sup> May	Work Experience	External	Full week	All groups
21 <sup>st</sup> May	In school graduation celebration	Lecture hall	11am – 3.30	All groups
22 <sup>nd</sup> May	End of Year Trip	External	Full day	All groups
25 <sup>th</sup> – 29 <sup>th</sup> May	Exit Interviews	Guidance Office		Student will be given an interview slot