



Introductory Letter for Voluntary Community Organisation

May 2017

Dear Sir/Madam,

As part of our Transition Year Programme students engage in a Voluntary Community Work Placement. Students in Transition Year have time on their timetable for this purpose and our students are aware that they may need to be flexible with the times they are available in order to accommodate your organisation. Students may ask to work with you for the full year or may arrange a number of different voluntary placements during the year. Please talk to them directly about this.

The student will require appropriate supervision from an adult member of staff with your organisation. Before joining your organisation as a voluntary worker our students will have undertaken some training in the importance of voluntary work in our community and they understand that no payment will be made to them for the work they do. The work experience insurance policy covers our students for all workplace related activities excluding high risk activities. A copy of the insurance scheme is enclosed.

We hope that having one of our students available to work with your organisation will be of great benefit to you. We would ask that you sign the completed student placement form enclosed and return it via the student to the school. In addition we would ask you to complete an evaluation form when they finish their placement stating the kind of work that they have done, the approximate time that they spent in your organisation and your level of satisfaction with the student regarding the work they have completed. A copy of the evaluation form will be issued to students to pass onto you for this purpose.

Thank you for your assistance in offering our student an opportunity to engage in the Voluntary Sector and for adding to the many and varied opportunities that students avail of during their Transition Year. Please contact the school to talk to the Transition Year Head if you have any queries about this scheme.

Best wishes,

Diane Birnie

(Principal)