



Holy Faith Secondary School  
 Belgrove Road  
 Clontarf  
 Dublin 3  
 Telephone: 01 8331507  
 01 8332754  
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6<sup>th</sup> October 2017

**RE: Transition Year Community Care Programme**  
**Monday 13<sup>th</sup> November to Friday 17<sup>th</sup> November 2017**

**To Whom It May Concern:**

Thank you for offering our student an opportunity to volunteer with your organisation as part of our Transition Year Social Justice Programme. Students have been authorised by the school to work on a voluntary basis for this week. It is a necessary condition of this scheme that students must not receive a wage/salary in respect of their time spent completing community service work.

The General Liability section of the school's policy has been extended to include liability arising from or in any way associated with any programme organised by the school or in which we participate including indemnity to any employer in respect of the performance of such work by any student subject to the terms, conditions, exclusions and limitations of the school's policy.

We would be grateful if you would complete the reply slip below in advance of placement and the enclosed Evaluation form on completion of Community Care. Should you have any queries regarding our programme please do not hesitate to contact Ms Fullston by email at [tvhollyfaith@gmail.com](mailto:tvhollyfaith@gmail.com) or alternatively through the school office on the above numbers.

Yours sincerely

  
 Ms D Gogarty  
 Principal

  
 Ms S McDonnell  
 Transition Year Co-ordinator

*Please sign, detach and return to Transition Year student*



**REPLY SLIP**

**RE: Transition Year Social Justice Programme**

I have allocated a place to \_\_\_\_\_ (student's name) in

\_\_\_\_\_ (name of organisation) from Monday 13<sup>th</sup>  
 November to Friday 17<sup>th</sup> November 2017.

Signed: \_\_\_\_\_

*Block Capitals Please*

Email Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_