



September the 14th 2017

Dear

Thank you for agreeing to take the student mentioned below for a period of Community Service.

NAME OF STUDENT: _____

DATE OF BIRTH: _____

HOME ADDRESS: _____

TELEPHONE NUMBER: _____

DATE OF COMMUNITY SERVICE: _____

STARTING TIME EACH DAY: _____

I would be grateful if you would complete the enclosed report and return it to me in the envelope provided.

I enclose a letter from our Insurance Company outlining the position for students taking part in Community Service with you.

Should any difficulty arise with regard to this arrangement please contact the school at the above number.

Thank you for your co-operation.

Yours sincerely,

Ciara Broe,

DEPUTY TRANSITION YEAR CO-ORDINATOR