

Cardinal Pole Catholic School

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4th July 2014

Dear Parent/Carer,

Year 12 Work Experience Week, 14-18th July 2014

The end of the school year is rapidly approaching and as you are aware this year we have included time for our students to spend a week in a work placement or at a university taster week. We really cannot emphasise enough the importance of work experience and we encourage all our students to seek more placements during the summer holidays if they can.

We realise how challenging finding placements can be and that some students have not been successful in this regard. **For any Year 12 students without a work experience placement, we have designed an exciting programme of university trips, seminars and visits to businesses that they can sign up to.** In the first instance students can choose their preferred activities, beyond that we will assign them to trips according to their interests and the subjects they are currently learning.

Part of these activities might include assisting staff members with the supervision of younger pupils who may be in attendance. Your child will always be accompanied by members of the Cardinal Pole Catholic School staff and never left unattended, in addition risk assessments for all trips are carried out and plans are in place in the case of emergencies.

If you have any questions regarding the work experience week please do not hesitate to contact Jonathan Plummer, Sixth Form Pastoral Support Manager on 0208 985 5150 EXT 2161 or send him an email via jonathanplummer@cardinalpole.co.uk

Yours sincerely,

Mr Allison
Head of Learning Post-16

