



18th January 2019

Dear Parent/Carer,

WORK EXPERIENCE – W/C 15th-19th JULY 2019

As part of your child's year 10 curriculum, they will be expected to participate in a week long placement in an area of their choice. This should provide your child with an excellent opportunity learn about the labour market and prepare them for their next steps after year 11.

Students are encouraged to find their own placement by either contacting businesses directly alongside using contacts that may exist through family, friends and other networks. There may be placement opportunities provided to students through business contacts that the school has, although we are unable to provide placements for all students. Therefore, we strongly encourage students to be pro-active and source their own placement.

Attached is a copy of the placement self-find form alongside the parent permission slip. Students will be given support in finding placements during the PSHE programme in early 2019. The deadline for returning these forms will be Tuesday 7th May 2019.

This is to ensure that there is sufficient time for the school to carry out essential health & safety checks of the work place before your child can complete the placement. Therefore no child will be permitted to go on placement if their form is not submitted by this date.

If you have any further questions then please do not hesitate to contact either Mr Egan or Mr Howard at the school.

Yours sincerely,

J. Egan

Mr J Egan
Career Guidance Manager

J. Howard

Mr J Howard
Pastoral Support Manager

YEAR 10 WORK EXPERIENCE 15-19th JULY 2019

I give permission for my child to attend the placement at

....._ (name of company/organisation)

Student Name: Form:
(please print)

Medical Condition/Allergies:

Emergency Contact Name and
Relationship to Child:

Emergency Contact Number:

Signed: (Parent/Carer) Date:

The school will carry out a routine health & safety assessment of the placement. This will be categorised as low, medium or high risk. Should the placement be deemed either medium or high risk, we will contact the parents to relay the risks of the placement.