



7th July 2015

Dear Parent/Carer,

**Student: Form:
Year 10 Work Experience 13th-17th July 2015**

I am writing regarding your child's work experience placement at ... ???

I have spoken with the employer and I am confident that all necessary Health & Safety requirements will be met. However, given the nature of this work and the fact that the placement will take place on different sites, I am unable to fully verify the working environment that your child will be exposed to.

I would still like to support this placement, but I would require your permission that you agree for the placement to take place and that the School will not be liable should there be any accidents while on placement. I have details of the employer's Liability Insurance should there be any issues.

I do not anticipate that there be any problems, but see it as important to ensure that you are aware of the circumstances. If you are happy with this arrangement, please could you complete and return the reply slip below. If you need to discuss this any further then please do not hesitate to get in touch.

Yours sincerely,

Mr Egan
Career Guidance Manager

**Reply Slip
Work-Related Learning Week, 13th-17th July 2015**

I, the parent/carer of _____ in form _____ give permission for my child to undertake the placement at _____ from 13th-17th July 2015.

Name of parent/carer: _____

Emergency number: _____

State if student does not have an Oyster: _____

Signed: _____ Date: _____