



Our Ref: SGL/JLN/Work Experience 2018

4th October

Dear Parent/Carer,

We are pleased to offer all Year 11 students the opportunity to undertake a week of 'Work Experience' from Monday 1st July to Friday 5th July 2019, after their GCSE examinations in the summer.

The Work Experience programme will run in conjunction with the Education Training Partnership, it is a great opportunity for your child to enhance their employment skills; they will receive an employment reference which can be added into any Record of Achievement they may keep in the future.

Students should arrange a placement themselves, rather than have one assigned to them. The process of a student approaching an employer and securing a placement is good preparation for finding a job later in life. Guidance of how to do so will be given to students. You can take advantage of any connections you may have to support your child find a placement. Once a placement is found, the school will enlist the support of the Education Training Partnership to undertake the necessary health and safety checks to ensure the placement is in a safe and suitable environment.

Please complete and return the reply slip to indicate if your child would like to take part in the Work Experience programme. If you would like more information regarding Work Experience please contact me at school.

Yours sincerely

S Gill  
Leader of Learning Careers and Progression

Reply Slip - Work Experience Programme F.A.O. Mrs Lemmon (Main Office)

Student ..... Form.....

My child **would like to** take part in the Work Experience programme (please tick)

My child **would not like** to take part in the Work Experience programme (please tick)

Areas of interest: .....

Signed ..... Date .....

Parent/Carer

