



Traditional **Values**

Contemporary **Aspirations**

Creative **Curiosity**

ML.16.17.0042.CHA
12th October 2016

Dear Parent/Carer,

Work Experience 2017, 8th – 12th May 2017

Now that your child is in year 10 they will have the opportunity to take part in Work Experience. We feel that Work Experience is a very important aspect of your child's learning, however, we must stress that taking part is not compulsory.

There is a lot of work that goes into each placement and we need 100% commitment from each child taking part, so with this in mind, we will only accept Self-Canvassed placements. This means that if your child wishes to take part, they must find their own placement.

In order for us to organise all aspects of the placement, we have very strict deadlines which must be adhered to, these are stated in the attached Expression of Interest form.

Please return the Expression of Interest form before Tuesday 18th October 2016. If your child has stated that they wish to take part, they will then receive a Parental Permission Form and a Self-Canvass form. The Self-Canvass Form needs to be completed by their chosen employer which confirms that the employer is in agreement to the placement. We then send this to the Education Business Partnership (EBP) who will contact the employer to do a risk assessment. Please note that we will not allow any pupil to go on Work Experience without EBP approval.

As soon as the placement is agreed by all parties we will then send a letter of confirmation to employers and pupils. At this time the pupil will also receive a Work Experience pack.

If you have any questions, please do not hesitate to contact me.

Yours faithfully

C Hairsine (Mrs)
Administration Manager