

2<sup>nd</sup> July 2018

Dear Parent/Carer

We are writing to inform you of the details of the Year 10 Work Experience week, which is scheduled to run from 13th May to 17th May 2019.

With the current economic climate that we face in this country we need to ensure that our students have the best possible chance of future success on completion of their studies. One way in which we can do this is by doing all we can to ensure that our students find challenging and engaging work experience placements.

The hard work begins now in finding a great placement.

Your son/daughter has been issued with a Work Experience Handbook and details of how they can research a database of previous placement providers. Time will be set aside during PSHE/tutor registrations to allow students access to this database with the support of their Tutor, though they can log on at anytime, anywhere. Please encourage them to do this.

Students are not restricted to approaching just the employers listed. Should you wish your child to attend a business not listed, we would need to arrange formal checks to ensure that the employer has all the necessary legal requirements to offer a safe working environment. However, if additional costs are incurred in carrying out these checks, please be aware that these costs may need to be covered by you.

We hope that you will be able to play a crucial role in supporting your child to identify a suitable, meaningful work experience placement that will give them a taste of a potential future job and to adhere to the deadlines set. Placements must be secured with Mr Horn by 8th March otherwise a late booking penalty charge of £20.00 will be applied.

Yours sincerely

Mr G Horn  
Head of Year