

Dear Parent

### **Year 12 Work Placement**

Your child will be spending a week out of school undertaking Work Experience, from Monday 14<sup>th</sup> May to Friday 18<sup>th</sup> May 2018, inclusive.

A self-placement application form will accompany this letter; Please do not hesitate to contact me if you have any further enquiries.

#### **Work Placements**

For all students, placement should be full time, for 5 days preferably Monday to Friday, from 9am – 5.00pm, although it may include a Saturday. Placement should be beneficial and worthwhile and provide a real insight into the world of work.

#### **Work Placement Form**

The work placement form must be completed by, pupils, parents and the prospective employer must complete the form. As all new placements must be vetted by the school prior to the work experience, it is essential that this form is returned by **Friday 9<sup>th</sup> February 2018**.

Thank you in advance for your cooperation in ensuring that your child returns the forms on time and I hope that your child experiences a valuable and rewarding work placement.

Yours faithfully

Miss A Shaw  
Head of PSHE, WRL