

February 2018

Dear Parent/Guardian

Re: Year 10 Work Experience Update

The majority of students will receive the paperwork regarding their work experience placement on Tuesday 6th February 2018.

The white form gives the job description and contact details of the employer and is for your youngster to keep for information. The green form is the final agreement and needs to be signed by the employer, your youngster and you as their parent or guardian. Students are expected to contact their employer to arrange an interview, at which the green agreement form can be signed. The deadline by which the forms need to be completed and returned to Mrs Brown at College is Tuesday 23rd February 2018. Students will not be able to attend their work experience placements unless this form is returned. It is the expectation that students will attend their interviews during the half term holiday or after College hours. Interviews during the College day need to be approved on an individual basis.

As part of their PSHE programme Year 10 are currently preparing for their placement. They will be looking at health and safety, employer expectations, how to handle different situations and they will be setting targets that they want to achieve while out on placement. Students will receive a log book to help them record their experiences and we hope that you will support us in encouraging your youngster to complete this thoroughly.

If you have any questions regarding work experience please contact Mrs Brown, Work Experience Administrator on 023 92 251120.

Yours sincerely

Mrs S Bennett
Headteacher