

July 2017

Dear Parent/Guardian

As you know one of the highlights of Year 10 is the two-week work experience placement. Although the students will not be undertaking their placements until Monday 19th March – Thursday 29th March 2018, preparation will begin as soon as they return to college in September 2017.

No doubt there will be many questions to ask; and shortly at the beginning of next term you will receive an invitation to attend an Information Evening on Thursday 14th September, where we will be able to provide the answers. We hope to see you at this event as it is an excellent opportunity for you to meet the staff who will be organising your youngsters placement and find out more about the process.

You may wish to organise a private placement for your youngster. If the employer has 'Employer Liability Insurance' and is happy for the necessary health and safety checks to be carried out we would encourage this option, as it is the best way to guarantee their preferred type of placement.

Students will be required to hand in a form requesting help to find a placement or details of a private placement by Friday 6th October 2017. Students failing to meet this deadline will be expected to spend time in college on SPR day as part of our drive to raise awareness of the consequences around not meeting deadlines. By writing to you at this time we hope to give you plenty of opportunity to support your youngster in meeting this deadline.

In the meantime if you have any questions regarding work experience please contact Mrs Duncan or Mrs Brown on 02392 251120.

Yours sincerely

Mrs S Bennett
Headteacher