

December 2009

Dear Parent/Guardian

WORK EXPERIENCE - MONDAY 10th MAY 2010 TO FRIDAY 14TH MAY 2010

I am sure you will be pleased to learn that your son/daughter will have the opportunity to complete a one week Work Experience Placement in the Summer Term of Year 10.

Accompanying this letter is a booklet, which provides answers to questions frequently asked by parents and students. I would be grateful if you and your son/daughter could spend some time reading through the information and discussing suitable placements.

Students will then complete a form stating their choices of types of work they would like to do.

In order for your son/daughter to secure a placement with a company in an area they are keen to work in we **STRONGLY RECOMMEND** they approach companies themselves and set up their own placement. They will need to complete an **Own Placement** form and we require a representative from the company to complete the relevant sections. Students who want to do this will be given an Own Placement form.

We have to ensure all placements are approved for Health & Safety and this process can take up to 4 months. The checks are carried out by qualified Health & Safety personnel and confirmed through Education Bradford's Work Experience Team.

Pupils will **NOT** be allowed to attend their placement unless we have this approval.

To that end the completion of Own Placement forms with confirmation from companies of their pledge to take your son/daughter on placement needs to be completed soon. **Own placement forms will not be accepted after Friday 22nd January 2010.**

Please complete the attached reply slip and return it to school as soon as possible and if you require any further information, please do not hesitate to contact me or Mrs Metcalf at school.

Yours sincerely

Mrs S Banks
Assistant Headteacher

REPLY SLIP

Return to Citizenship Teacher, Form Tutor or Mrs Metcalf (D1 Office)

Student Name _____ **Form** _____

I give permission for my son/daughter to take part in Work Experience from

Monday 10th May 2010 - Friday 14th May 2010.

Photographs may be taken whilst on placement for display use in school.

Is there any information about your son/daughter you think we need to know that may affect the type of placement they are given?

Any comments/concerns about Work Experience:

Signed _____(Parent) Date _____