

12 June 2017

Dear Parent/Carer

### **Work Experience 2017**

I am writing to you with regard to your son/daughter's forthcoming work experience. Work experience provides an excellent opportunity for students to gain an insight into the working world, develop important skills and boost confidence.

I'd like to take this opportunity to thank you for your support throughout the process of finding a placement and completing/returning the application form, as this will ensure your son/daughter is happy with their placement choice and has the best possible experience.

- Please find attached a copy of the Agreement/Consent Form along with a Young Person's Risk Assessment for reference only - this includes important information such as working hours and dress code. Please make a particular note of the start and finish time - Where this is out of normal school hours, or if a student finishes early (i.e. during the normal school day) parents are expected to take responsibility for their son/daughter during these times, unless you inform us otherwise.
- We advise all students to contact the employer approximately 1 week before the placement date out of courtesy and to confirm that everything is in place.

### **Work Experience Journal:**

All students will be issued with a work experience journal before the placement starts. Please encourage your son/daughter to complete their journal during the placement rather than trying to fill it in at the end.

### **Reporting illness/absence:**

If your son/daughter is ill or unable to attend their placement for any reason, they need to inform both their employer and school. Each student will be visited by a member of school staff during their placement. If there are any issues, or concerns, you should contact school as soon as possible.

Thank you for your support and if you have any queries, please do not hesitate to contact me at the school.

Yours sincerely



Mrs J Bilton  
**Work Experience Co-ordinator**