

11 October 2011

Our Ref: 2011/021/JLH

Dear Parent / Carer

**Year 10 Work Experience Placements: 30 January – 10 February 2012**

Preparation for your son/daughter's Work Experience Placement is now underway through the Key Stage 4 Lifelong Learning Programme.

We would like to invite you to an Information Evening on **Thursday 3 November at 7.00pm** at which we will provide further information about the placement scheme and illustrate how you might support your son/daughter in this venture. Please complete and return the enclosed reply slip as soon as possible.

To maintain the efficiency of programme, I would ask you to complete the enclosed Work Placement Agreement Form. The agreement form provides you the opportunity to give details of any medical or other issues which might affect the Health & Safety of your son/daughter or that of a co-worker during the placement. I would ask you and your son/daughter to complete and sign the respective sections of the Agreement and return it to me as soon as possible. In signing the Work Placement Agreement form, you are providing your initial consent for your son/daughter to undertake the placement.

When placement(s) have been arranged, we will then forward the form to the employer(s). The information provided will be treated as confidential but will be made available to the placement provider.

Final details of the placement, including a risk assessment and job description, will be sent to you as and when it has been approved and confirmed.

We look forward to seeing you on 3 November.

Yours sincerely



Mrs J Hornby  
Student Support Manager

Enc.: Information Evening reply slip, Work Placement Agreement Form and Work Placement Information for Parents and Carers.

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**Year 10 Work Placement Information Evening, 3 November 2011**

Student Name: ..... PT: .....

I/We will be able to attend

I/ We will not be able to attend

Signed : ..... (Parent/ Carer) Date: .....