

Parents/Carers of Year 10 Students

Our Ref: AWI/lha

7th January 2020

Dear Parents/Carers

Work Experience 23rd- 27th March 2020

We are delighted to be able to reinstate Work Experience this year for our Year 10 students.

The value of Work Experience should not be underestimated in increasing awareness of the world of work, raising aspirations and developing social and emotional aspects of learning; your child has the opportunity to take part in the Year 10 Work Experience programme from **23rd - 27th March 2020**.

The next step is for your child to identify a suitable work experience placement, and for Health & Safety checks to be carried out. ***The Academy will not take responsibility for placements that are organised without the necessary checks being carried out.*** Health and Safety Insurance cover is a major concern when we send students out on placements and it is a Government requirement that parents/carers sign permission forms to allow their children to attend.

I would be grateful if the attached 'Work Experience Agreement' and 'Health Declaration' Forms could be signed by your son/daughter, yourself and their Work Experience employer and returned to me as soon as possible, and **no later than 15th February 2020**. Once returned, we can finalise health & safety checks, and other admin, before the start of the work experience.

We do have a number of centrally organised work experience placements; however, we do encourage students to find their own placements, wherever possible.

Please feel free to contact me if you have any questions or need any further information.

Yours sincerely



Mr. A Williams
CEIAG Lead

Direct Dial: 0117 440 8956