

12 October 2017

Dear Parent/Carer

**Work Experience for Year 12  
Monday 2 July to Friday 6 July 2018**

Work experience is an important part of your son's/daughter's work-related learning entitlement. This year, work experience will take place for ONE week from Monday 2 July to Friday 6 July 2018.

All students must seek a **self placement** - the major benefit being that your son/daughter will have a week of work experience in a placement of their choice. Ideally, this should be focused towards their career aspirations and a job/career which they have a real interest in, however this will not always be possible. Therefore, a placement where you work or where another friend or relative of the family works is also suitable. Furthermore, in order for your child to find a suitable placement and contact companies directly themselves, they will receive a programme of work related support and guidance within school over the coming months.

I am asking you to help your son/daughter complete the attached SELF PLACEMENT FORM. Please make sure all sections are completed and that you have all three signatures from student, parent/carers and employer before handing into school.

Although next June seems a long time away, a lot of preparation work must be done well in advance in order to secure a placement for your child, eg Health and Safety checks. Furthermore, it will become increasingly difficult to find a placement nearer the time, as many secondary schools also have their work experience during the Summer Term of 2018.

**As a result, all self placement forms must be returned to form tutors by:**

**Friday 26 January 2018**

If you require any further information at this stage, please do not hesitate to contact me.

Thanking you in anticipation.

Yours sincerely



Mrs R McMahon  
Head of Work Related Learning