

September 2015

Dear Parent/Carer

Work experience will commence week beginning Monday 4<sup>th</sup> July 2016 to Friday 8<sup>th</sup> July 2016.

Students must work hard to generate their own work placement.

I would be grateful if you could fill in the Work Experience Self Placement Form and ask the Employer to complete the other form and return both to me.

This will then allow the school to put in place the necessary paperwork for the placements.

It is important that students find a work placement as soon as possible preferably before the October half-term.

Yours sincerely

Ms S Shaw

Work Experience Co-ordinator



Employer name:

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Employer address:

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Employer contact details:

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Main contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_