

Dear Parents and carers,

As part of our Development Day last week on Thursday we launched our work experience programme for our Year 10 students. We will also be providing information to parents and carers through our parents evening on Tuesday and we look forward to seeing many of you then.

In order for work experience to happen safely for our students we need to ensure a number of checks have been made. To allow us to carry out these checks there is paperwork to be completed. This was handed out in our Development Day and we have attached copies of the two forms for your information too. Please be aware that there is a cost involved in running the checks to keep our students safe and we do incur a penalty charge for late submissions. Key dates involved in our work experience programme are as follows:

25th October - completion of the Parental consent and Medical needs form. This needs to be returned to the Careers Office on the Humanities corridor.

26th January - submission of work experience placement. The New Placement Request Form needs to be completed and returned to the Careers Office

Monday 14th - Thursday 17th July - Work experience week . Students will be in school on Friday 18th to review and reflect on their experience.