

Our Ref: 165 14

20th November 2014

Dear Parent/Carer

During the last full week of the summer term, students in Year 12 will be asked to undertake a short work experience placement. Students will be expected to organise their own work experience that is relative to their future career plans.

During this half term, students will be given time to research careers they have an interest in and compile letters to be sent to potential employers.

Students will be given a booklet to work through, which will include tasks for them to complete whilst on their placement. This booklet will need brought into school during the last week and checked as part of the conditions of completing year 12.

If your son/daughter currently has a job linked to their future career, please write their job title on the slip below. They will be able to use this as their placement if they organise a full working week. This opportunity will provide invaluable experience and only if written consent is given by yourself, will your son/daughter be exempt from this scheme.

Yours sincerely

Steve Jones Suzannah Lalgee
STEM and work related learning coordinators



REPLY SLIP - Year 12 Work Experience

Name: _____

Form: _____

I do/do not (please circle) give my consent for my son/daughter to complete the work experience scheme between Monday 13th July to Friday 17th July.

Currently, my son/daughter has a part time job that is relevant to their future career. Details below

Company.....

Position held.....

Signed: _____ (parent/carers)

Date: _____