

Our Ref: 126 15

18<sup>th</sup> September 2015

Dear Parent/Carer

During week commencing 13<sup>th</sup> June 2016, year 12 students will be asked to undertake a short work experience placement. Students have been asked which area they would like to be given a placement in. This year all students are expected to take part, so we have enlisted the services of Liverpool Compact to help find the placements. However, your son/daughter is also allowed to organise their own work experience, which should be relative to their future career plans. The students have been told what they need to do to organise this.

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 to be 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**

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**Reply slip - work experience**

Student: \_\_\_\_\_ Form: \_\_\_\_\_

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

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

Company .....

Position held .....