

13th October 2025

Dear Parent/Guardian

Following on from our letter in July regarding your son's work experience during the 29th June - 3rd July 2026, please find attached the necessary paperwork. In order to check a potential placement, we need you to complete the attached forms and pass them on to the prospective placement to fill in their details. Once they have returned the work placement agreement form to you, please check they have fully completed it before returning it to Mrs Rossiter at the school as soon as possible, please mark the envelope Attn: Mrs Rossiter "Work Experience Placement Information". Please ensure the health declaration form has been filled in and given to the prospective placement. ALL boxes need to be completed including hours of work, clothing requirements and lunch arrangements before the placement can be processed for approval. Spare copies of the forms will be available in the office.

Just to remind you of the key points:

- Consider an appropriate job in which the student is interested, even vaguely.
- Don't think they can just go to where he may already be working, look for something different to widen his outlook.
- Avoid placements with their immediate family.
- Think about how the student will travel to and from the placement.
- Placements must have public and employers' liability insurance.

Students can access the work experience data base to look up companies. We are currently waiting for student's unique pin codes, as soon as we have this information we will give it directly to the students.

Your son will have time allocated in his lessons to assist with the process of finding a placement, but the confirmation and paperwork does need to be completed at home and returned to Mrs Rossiter by Wednesday 10th December 2025.

Thank you in advance for your support. Should you have any questions please do not hesitate to contact Mrs Featherstone or Mrs Rossiter at the school.

Yours sincerely

Mrs Featherstone & Mrs Rossiter

Mrs H Featherstone
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Mrs Rossiter
Work Experience Administrator
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Attached: Work Placement Form and Health Declaration form