

Our Ref SJW/Tf/«Reg»
4 January 2018

Parent/Carer of «Forename» «Surname»
«HouseName»
«HouseNumber» «Street»
«District»
«Town»
«Postcode»

Dear «Parental_Salutation»

Year 10 Work Experience – 2 July 2018

As part of the Academy's curriculum, a period of Work Experience is arranged for every student in Year 10. This is designed to give each student a greater understanding of the world of work and the opportunity to work with adults other than teachers.

Every attempt is made to offer each student a placement that will match their aspirations but no guarantee can be made that every first choice placement will be available. These will be allocated using the following conditions.

- The suitability of a student for a chosen placement
- The quality of application
- Meeting the deadlines for applications

We are hoping the Work Experience for this year will take place week commencing **Monday 2 July 2018**.

Please return the slip below by Friday 19 January if you are in agreement with the above suggested dates and are happy for «Forename» to participate.

Yours sincerely

S J Worrell

Mrs S Worrell
Data & Exams Manager



Reply Slip – Mrs T A Farr, PA to Headteacher – Year 10 Work Experience 2018

Name of Student: «Forename» «Surname» **Form:** 10«Reg»

I agree/ do not agree* with my «sondaughter» taking part in the Work Experience Programme.

Signed: Parent/Carer Date:
(delete as appropriate*)