



November 2017

Dear Parent/Carer,

Each year all Year 10 pupils complete Work Experience with an employer. The dates for next year's placement will be **Monday 25th June – Friday 29th June 2018**.

We request that all our pupils secure their own work experience placement. From previous experience we have found that these self-placements are usually the most rewarding as pupils can choose to complete a placement, which they feel may be most relevant to them. If your child is studying the BTEC Health and Social Care qualification, it is recommended that a placement be found within the Health and Social Care or Early Years sectors. It is essential that pupils start to plan for their placement straightaway.

The first step is to choose the employer carefully. Pupils will need to telephone and/or visit the employer. The employer **must** have **Employer Liability Insurance** and pupils **must** get a copy of their certificate. Both pupils and the chosen employer must complete the Self-Placement Form. Pupils must also complete the Health Questionnaire. **Please return all documents to Mrs Doctor (in the office next to Maths Room 4) by 9th February 2018 at the latest.**

Checklist of documents to return to school -

Self-Placement Form

A copy of the Employer Liability Insurance Certificate

Health Questionnaire

If you would like to discuss anything please do not hesitate to contact us.

Yours sincerely,

MRS B BURY
Year 10 Leader

MRS A DOCTOR
Careers Coordinator