



17 January 2017

Dear Parent/Guardian

**Re: Work Experience Monday 3<sup>rd</sup> July to Friday 7<sup>th</sup> July 2017**

All Year 10 pupils at Beacon Hill School take part in our Work Experience Programme. This programme gives pupils the opportunity to spend one week out of school on a work placement. Your child will carry out their work placement towards the end of Year 10 and the placement will last for 5 days starting Monday 3<sup>rd</sup> July 2017.

During their Personal Development lessons, students are investigating the work placements that are available in the area. They are using the database we buy into, and are choosing placements which they feel would be most appropriate for them. **If students wish to arrange their own placement, full details need to be written on the placement form on the reverse of this letter and returned to school for any necessary vetting.**

Work experience is a fantastic opportunity for pupils to experience the real world of work, along with the associated demands and challenges including: dressing appropriately; arriving on time; working alongside colleagues, etc.

You will receive more details about your child's placement once all the details have been confirmed. If, in the meantime, you have any queries please don't hesitate to contact Mrs Gigli (KS4 Academic Learning Mentor) at school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D Gee'.

Mr D Gee  
Deputy Headteacher

# Work Experience Placement Request Form

**Student Name:**

**Form:**

**Placement Dates: 3rd – 7<sup>th</sup> July 2017**

	<b>1<sup>st</sup> Choice</b>	<b>2<sup>nd</sup> Choice</b>	<b>3<sup>rd</sup> Choice</b>
<b>Placement Type</b>			
<b>Company Name</b>			
<b>Company Address</b>			
<b>Telephone Number</b>			
<b>Contact Person</b>			
<b>How will I get to the Placement?</b>			