



09 June 2017

Dear Parents and Carers

Please find enclosed a copy of the Placement Vetting form (PV form) that has been issued for your child's work experience taking place from 3rd - 7th July 2017.

This form contains very detailed information about the company where your child will be carrying out work experience. Please read it very thoroughly and feel free to ask the workplace any questions you may have about what is said on the PV form. Your PV form shows:

- the main tasks your child will be involved in
- the dress code and any special clothing needed
- information about meals and breaks
- the skills needed
- lists of any identified risks for each placement
- prohibitions for and under 16 student on work experience (the last paragraph of the PV form). This protects your child from doing things not suitable to their age and level of experience.

It is VITAL that your child contacts their work placement prior to the work experience week so that they can confirm start/finish times, clothing requirements and other details. Please also be advised that it is your child's responsibility to get to and from their work placement.

If you have any queries, please contact me at school.

Yours sincerely,

Mrs E Gigli
KS4 Academic Learning Mentor