

January 2019

Dear Parent/Carer

WORK EXPERIENCE MONDAY 8TH TO FRIDAY 19TH JULY 2019

Commencing the 8th July 2019 all Year 10 students will have the opportunity of a two-week work experience placement. This will give our students new aspects to their curriculum, as it will enable them to go outside school to learn through experience.

You can appreciate that it is a significant task to place a whole year group. It is envisaged that most students will be able to find themselves a placement with your assistance. However, we do have a small number of placements available to students who are unable to find a placement. Please note we cannot guarantee that they will be within their area of interest or local to Waltham Abbey. We do not consider it advisable for a student to work with their own family.

As soon as your child has successfully contacted a company wishing to offer a work experience placement they should complete and get you to sign the reply slip below, and return to their form tutor by 29th March 2019. We would request that all placements are approximately within a 10 mile radius of the school, as we may need to contact the employer to arrange a Health and Safety visit. This is to ensure a safe and successful work experience placement for all students.

On completion of work experience, students will return to school on Monday 22nd July at 8.25 am until the end of term. They will have the opportunity to take part in a Work Experience De-brief day and further information will be sent out nearer the time.

If you have any questions please do not hesitate to contact Mrs Hammond who is our Work Experience Co-ordinator on 01992 714800.

Many thanks in anticipation of your co-operation.

Yours faithfully

Mr I. Tilbury
Head of School

Please return completed form to your year 10 Form Tutor

Student's Name:		Form:	
A placement has been found at (company name):			
Contact Name:		Work experience job title:	
Email Address:		Telephone No:	
Address:			
Signed (parent/guardian):		Date:	