

10<sup>th</sup> January 2024

Dear Parent/Carer

### **Year 10 Work Experience**

All year 10 students will take part in work experience this academic year for one week, which will commence on Monday 13<sup>th</sup> May 2024. This is an opportunity for your child to develop their key transferable skills and experience life in a real work environment.

Due to the availability of work placements, we would welcome you to source your child's work placement should you so wish. You may be able to find a more preferred placement. The deadline for this is 9<sup>th</sup> February 2024.

If you have sourced your child's work placement, please complete and return the attached slip to school. Once you have provided the placement details, we will then check that the employer has the relevant Liability Insurance in place.

If you have any queries, then please contact the school or myself.

Yours faithfully

Ms Ruby Begum  
Business Engagement Manager  
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Tel: 0191 4813710

Student name:
Placement Provider/Business name:
Contact name:
Telephone number:
Address:
Email: