



14th December 2018

Dear Parent or Carer,

Following the Post 16 Evening that took place in November, I write to you with further details for the upcoming Work Experience Programme. This is a fantastic opportunity for your child to develop an understanding of the skills and attributes required to make the best start on their pathway to a rewarding career. While it would be best for students to find a placement in an area that interests them or is related to a field they would like to work in, any work placement is beneficial and can lead to further opportunities.

Work Experience will take place for one week from **Monday 8th April to Friday 12th April 2019**. During that time, your son/daughter will be expected to complete their chosen placement with excellent punctuality and attendance in accordance with the employer's agreed hours.

Students are required to find their own placements with the support of parents. Please find an information booklet from C&K Careers to assist with helping your child to do this. Over the years students have worked in a variety of areas as diverse as media and design to riding stables and the NHS. Some fantastic placements have also been found out of the Kirklees area in the past; unfortunately, these now have an additional charge due to the extra checks that need to take place. Please speak to either Miss Hey or Miss Carter so that you are aware of the cost of organizing this. You would need to be prepared to pay the fee prior to finalising the placement.

Despite Work Experience not being until April, we require the attached form to be completed in as much detail as possible and returned to the school reception by **Friday 18th January 2019** so that the relevant checks can be completed in time.

This is a fantastic opportunity which not all schools continue to offer so we hope you can support your child in finding a placement. Please do not hesitate in contacting either Miss Carter or Miss Hey if you need some assistance or to discuss this further.

Yours faithfully,

Miss L Morgan
Assistant Head Teacher
Standards and Achievement