

22<sup>nd</sup> October 2021

Dear Parent/Carer,

**Year 10 Work Experience 2022**

Your child will be taking part in a one-week work experience during the **week beginning Monday 20<sup>th</sup> June 2022**. We believe that work experience is an important part of our students' development. Not only does it give students an insight into the world of work, but their placements may also help them focus upon specific career paths and potential routes to them.

As with previous years, work experience placements are organised directly by students and their families. Health and safety checks are carried out by a company called 'WEX Norfolk'.

We strongly advise students to find their work experience placement as soon as possible in order to avoid disappointment as many schools in the local area tend to have work experience around the same time. We appreciate students may find it difficult to find a placement due to the Pandemic and we will support them as much as possible.

Attached to this letter you will find a **Student self-placement form for Work Experience**. This needs to be completed by the student and by the employer of the company/organisations which your child will be attending. It is important that all sections of this form are completed. Failure to do so will result in the form being returned to the student and will delay the necessary health and safety checks that need to take place. **There is a section at the bottom of the form for the Parent/Carer to sign.**

In order for all Health and Safety checks to be carried out, **all the forms** are to be returned to Mrs Carroll by **Friday 7<sup>th</sup> January 2022**.

We look forward to receiving your completed forms and to a successful work experience in 2022.

Yours faithfully

Mr Sorrento  
Vice Principal