

Subject: Work Experience July 2017

Student Name:

Dear Employer

Thank you for your kind offer of a work experience placement for one of our Year 12 students commencing on Monday 10<sup>th</sup> July 2017. You are providing our student with an extremely valuable and worthwhile opportunity. Hopefully this will advise him in making important decisions next year after his A Level studies have concluded.

You may be asking yourself what you need to do in preparation for the work placement. All we ask is that the student is treated as any other member of staff and has the opportunity to carry out worthwhile and meaningful work experience. We please ask that you take a few minutes to review the HSE guidance on work placements (<http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>). If you feel that your work environment carries a heightened risk please let us know.

In preparation for the work placement can you please complete our 'Work Experience Placement Form'. This will provide us and the student with all the information necessary to successfully start the placement.

Work Experience Placement Form: <https://westderbyschool.wufoo.eu/forms/s1ozqrge1iq00ip/>

If you have any further questions, please do not hesitate to contact the school. All contact details are available on the work placement form.

Again, thank you for your generous offer and we look forward to working with you in the future.

Regards

D Feeney

Head of Sixth Form

**D Feeney**

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