

Dear Parent/Carer

21 October 2009

**Year 10 Work Experience Parents Information Evening
Wednesday 4th November 2009 at 7.00pm
Upper School Hall**

All Year 10 students will undertake a two week work experience placement from Monday 17 May to Friday 28 May 2010. This is an excellent opportunity for your child to experience the world of work and forms part of their on going Careers and Guidance Education. We would like your child to think very carefully about the type of work placement they would like to be engaged in, as this will ensure they get the most out of this experience.

The application process will begin after the half term holiday and we would like to invite you to an Information Evening on Wednesday 4th November at 7pm. During the half hour presentation we will explain the aims, expectations and procedure of the work experience process. There will also be the opportunity for you to speak to members of staff if you have any specific issues or concerns.

Project Trident is the company we work with to process and find work placements and they will be speaking on the evening to explain this further. Your child can find their own work experience placement, and they will be encouraged to do so, but Project Trident will fulfill all the Health and Safety aspects of the application process.

The Work Experience fortnight can be an excellent opportunity for your child to develop their skills, confidence and understanding and we would like you to encourage your child to ensure they organize their placement early to avoid disappointment.

We look forward to seeing you on the 4th November.

Yours sincerely

Kelly Holbrook
Head of Year 10