



Westfield School

October 2018

Dear Parent / Carer

Work Experience - Monday 3rd June – Friday 14th June 2019

Most students in Year 10 have today been issued with information about the Work Experience programme that will run for 2 weeks in June 2019.

In this pack is an information sheet that outlines some key information for parents, including a section on frequently asked questions. There is also a consent form which you are asked to complete and return as soon as possible to Mrs Daughtry. This form also asks for you to identify any medical conditions that prospective employers would need to be aware of.

In addition a Self-Placement Form is included which will need to be completed if students are organising their own work experience placement. **An initial deadline of Friday 1st February 2019 has been set for the return of all completed self-placement forms.** This year the school is again working with the Opportunity Sheffield Team who will, it is hoped, have placements for all students who do not find their own placement. Students who take up these placements should be aware that they will be spread across the city and may therefore require travel across the city. The number of these placements are very limited and it is strongly advised that students secure their own placement where possible.

Please note that where own placements are being organised it is crucial prospective employers have Employers Liability Insurance. Details are requested on the placement form. Please bear this in mind, especially if you are planning a placement at a small business or family based placement.

Thank you in advance for your co-operation and support but should you have any concerns or require any further Information, please do not hesitate to contact either myself or Mrs Daughtry via the school reception.

Yours faithfully

Mr. S. Adams
Head of Loxley Hall
Westfield School

Outstanding Achievement for All

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