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October 2016

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Dear Parent / Carer

Headteacher Mr Andy Ireland

### **Work Experience Fortnight - 2 May 2017-12 May 2017.**

Most students in Year 10 have today been issued with information about the Work Experience programme that will run in May 2017. For those students who are involved in the Cutler's Ambassador programme (NHS/Retail/Engineering) the process will be different and more details will follow from Mr Ward in due course.

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 the school. 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 **Wednesday 1 February 2017** 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.

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 me or Miss Bagshaw via the school reception.

Yours faithfully

**Mr. S. Adams**  
Assistant Headteacher