



'Inspired to Achieve'

Dear Parent or Carer

Re: Work Experience March 2018

For many years our students have benefitted from a work experience placement undertaken in Year 10. A good placement makes young people more realistic and able to make informed career choices. It also provides concrete evidence of interest in a particular career to further education admissions officers and future employers.

Your daughter will be given this opportunity from 19th-23rd March 2018. Support and guidance on how to secure a work experience placement will be given in PSHCE lessons and also during Tutor Time.

Your daughter has been asked to select three choices of work placement. As numbers in each placement are limited, we cannot guarantee your daughter is given her first choice but will endeavour to ensure she has one of her three choices. Students are responsible for organising a visit to their employer before the placement in order to complete the necessary placement forms.

Unfortunately the Government is no longer meeting the costs of placements and we are subsequently faced with a £35 charge per placement to ensure that your daughter is working in a safe environment. *In view of this, we are now asking for a voluntary £26 parental contribution.* There is an additional mandatory charge of £30 for any placements outside of Wiltshire which must be paid for by parents.

Please make payment through your ParentPay account. Once you have accessed ParentPay you will see Work Experience on the screen, which you will need to select. Please include details of any medical conditions and contact details for the week in the notes field on ParentPay. If you are unable to do this then please contact Mrs Williams, Assistant Business Manager at awilliams@st-edmunds.eu

Placement forms must be signed by the employer, student and parent and returned to me no later than the deadlines shown below:

- Placements in Wiltshire by 20th January 2018
- Placements outside of Wiltshire by 9th December 2017
- Placements in London by 18th November 2017

If you have any queries please do not hesitate to contact Miss Sluman at asluman@st-edmunds.eu

Yours faithfully,

Mr B Burley
Assistant Headteacher

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