

February 2022

Dear Parent /Guardian

Re: Year 10 Work Experience Week

Year 10 work experience week will take place from **Monday 18th July 2022**. At St Wilfrid's RC College we like to offer all of our students the opportunity to secure work placements that will prove beneficial to their interests and give them the experience of working for an employer. **It is the responsibility of each student to find his/her own placement.**

Work experience placement forms **MUST** be returned fully completed no later than **Friday 27th May 2022**. As all prospective employers must pass health and safety checks prior to pupils attending, any forms received after this date **will not** be processed in time, therefore **will not** be accepted.

- Please Note: Pupils who have not organised a personal placement will be in school during work experience week participating in normal lessons.

PLEASE COMPLETE THE BLUE PARENTAL CONSENT FORM ATTACHED AND RETURN TO SCHOOL BY FRIDAY 18th February 2022

It is important to remember that:

- A placement usually lasts for one week.
- No payment of wages is made by the employer.
- Pupils are responsible for their own travel arrangements.
- Pupils usually have to provide their own lunches.
- Pupils' hours of work can be arranged with the employer between the hours of 8am - 5.30pm Monday to Friday.
- Placements depend on the goodwill of employers.
- Pupils are covered by the employer's insurance policies.

Should you wish to discuss any of the attached information further, please do not hesitate to contact me on 0191 4569121.

Yours faithfully

Mr P. Given
Assistant Headteacher