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Acting Head of School: Mrs D Ritchie  
Acting Executive Headteacher: Mrs F Craik

Dear Parent /Guardian,

### **Year 10 Work Experience Week 2023**

Y10 work experience week will take place from **Monday 17<sup>th</sup> July to Friday 21<sup>st</sup> July 2023**. At St Wilfrid's R.C. 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 28<sup>th</sup> April 2023**. 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 PARENTAL CONSENT FORM ATTACHED AND RETURN TO SCHOOL BY FRIDAY 17<sup>th</sup> FEBRUARY 2023.**

It is important to remember that:

- Placements must be within a 30-mile radius of the school.
- A placement 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.
- Even if you or a relative is offering a work placement to your Son/Daughter; the placement form still must be completed.

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  
Senior Assistant Headteacher

Excellentia per fidem, per scientiam, per adiuvatum

