



St George's Road, Wallingford, Oxfordshire, OX10 8HH

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KV/PB/1st November 2017

Dear Parents/Guardians

Re: Year 10 Work Experience 16th – 20th April 2018

In April your son/daughter will be undertaking one week's work experience, dates as above.

We would like to invite you to our **Work Experience Information Evening on Wednesday 22nd November 2017**. This evening will explain the process and how you can become involved in where your child will be placed. The meeting will be held in the school hall from **6.30pm**. We anticipate it lasting no longer than 1 hour including time for questions. We would encourage as many of you to attend as possible because we will be explaining the process from both the school and the parent perspective. To confirm your attendance please complete the slip below.

If you are able to find a placement for your son/daughter, please provide details on the form attached and return to the school office or email to workexperience@wallingfordschool.com as the companies will need to be checked and registered. This needs to be returned no later than **Monday 8th January 2018** to allow for these checks to be completed. It is vital that all the details are supplied. It is also important to make companies aware of how old your child is, as some organisations will only take students aged 16 and over. Please note that the school cannot cover transport costs when your son/daughter is on Work Experience.

It is important to recognise that the main purpose of this scheme is to give pupils a realistic experience of the world of work. It will not always be possible to find placements in types of work that particularly interest pupils or they may choose for a career. This is where finding a suitable placement yourself often works well but we will also endeavour to find suitable placements.

I look forward to seeing you at the information evening and providing more details.

Yours sincerely

Mrs K Vowles
Deputy Head

To: Mrs Betteridge – *Work Experience Coordinator*

Work Experience Evening – Wednesday 22nd November 2017

I will/will not be attending the above evening (please delete as applicable)

Student name Form

Signed Parent/Guardian

Sending every young person into the world able and qualified

Students name Form

Name of Placement

Address

.....

.....

Tele no Mobile no

E-mail address

Contact name

Type of work

Before this is completed please ensure that you have actually made contact with the company and they have agreed to take your son/daughter – this is for a placement that you have agreed NOT where you would like to go.

PLEASE RETURN TO THE SCHOOL OFFICE BY

MONDAY 8th JANUARY 2018

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