



Highfields School

Co-Headteachers: Mr P R Cole & Mr B P Riggott



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Our ref: JRR/Mrs Giles

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Dear Parent/Guardian

Year 10 Work Experience 2019

In the summer term of year 10 all students are offered the opportunity to complete a two-week work experience placement within the county of Derbyshire. This can take the form of a **two-week placement with one employer** or **two single weeks with different providers**. Work experience provides students with a valuable insight into the world of work and also helps them to assess their key skills in the work place.

I enclose a package of information which includes a work experience booklet and own placement form. The own placement form must be returned to Mrs Giles once your son/daughter has received written confirmation from the employer that the placement has been agreed. Please also ensure that the parental consent and health declaration have been completed on the back of the form.

Work experience is very competitive so we hope you and your son/daughter will start to look for a placement as soon as possible to secure the placement of his/her own choice.

To ensure the safety of all students whilst on work experience all work placements are checked and approved by Derbyshire County Council's **health and safety team**. The team also check that the placement has both public and employer liability cover. Without these Derbyshire County Council will not pass a placement and the student would not be able to attend.

I thank you for your cooperation and hope your son/daughter has an enjoyable and worthwhile placement.

Yours sincerely

Mr John Redhead
Head of Y9

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