

KTT/NDO/Y10WorkExperienceAgreement/LH  
19 June 2017

Dear Parent/Carer

### Work Experience Agreement

As you are aware, work experience placements begin in earnest on Monday 3 July. We would ask, if not already done, that your son/daughter visits their employer in order to get the Work Experience Agreement signed. The completed agreement should then be returned to Mrs Jordan as soon as possible. Any outstanding medical forms and CVs should also be handed in.

We are very pleased that the majority of students have secured a placement. Please ensure your son/daughter visits Mrs Jordan if they have not yet managed to secure a placement.

In the unlikely event that your son/daughter experiences a problem during their placement then please do not hesitate to contact either Mrs Jordan or ourselves at the Academy.

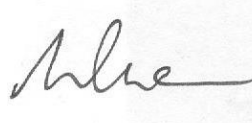
Finally, we would like to take this opportunity to wish all students a successful work placement. We expect students to represent the Academy, and their families, to the highest standards and would please ask that you remind students of these expectations prior to their placement.

We very much hope that all students take full advantage of this unique opportunity to gain first-hand experience of the workplace and the skills that are valued by employers.

Yours sincerely



Miss K Turner  
Head of CEIAG



Mr N Owen  
Assistant Headteacher: Head of KS4