

January 2019

Dear Parent/Carer

Re: Work Experience and Work Related Learning for Current Year 10.

We are at that time of year again, when we encourage our Year 10 students at Mark Hall Academy to start arranging their work experience.

The Academy recognises the real benefits students get from taking part in work based learning opportunities and it is our intention to allow students to take advantage of these wherever possible.

With the support of the Academy, students are responsible for sourcing their own placement to take place during the last week of the summer term from **Monday 15th July – Friday 19th July 2019.**

Placements will be subject to a strict application process, including health and safety and employer insurance checks. Parents wishing to make any additional arrangements during the summer holidays will not be subject to the same process and any agreement will be entirely between yourself and the employer.

Please complete the attached application form **once** the employer of your choice has agreed to take your child on placement.

The completed form should be returned and handed to your child's Home Group tutor who will then process your child's application and arrange the necessary checks to be carried out.

Applications must be returned by Friday 1st March 2019. This is due to the high demand for places, the importance of the placement and the possible clash for places as other schools apply.

Can we also ask that you complete the enclosed reply slip and return to the relevant Home Group tutor upon receipt of this letter.

Yours Faithfully



Ms L Brown
KS4 Co-ordinator



Ms J Ball
CEIAG Advisor

Principal: Mr Jonathan Fuller BA (Hons) PGCE NPQH

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