

**Thursday 13<sup>th</sup> January 2022**

Dear Parent / Carer

**Re: Work Experience 2022**

First of all, I hope that you are keeping safe and well during these challenging times.

I am writing to provide you with an update to our Year 10 work experience provisions for this year, 2022. We have rescheduled the dates of the work experience due to the current climate surrounding the Omicron Covid variant.

Therefore, the new dates for work experience during this academic year are:

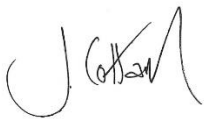
**Monday 13<sup>th</sup> June to Friday 17<sup>th</sup> June 2022**

All pupils will need to submit their self-placement forms to Ms Cottam before; **Monday 21<sup>st</sup> February 2022**. It would be helpful if you could encourage your son/daughter to make arrangements for their self-placement as soon as possible and that it is their responsibility to obtain specific documents/information from the "employer" prior to the placement being sanctioned. Please be aware that the school will not allow the placement to take place without the required documentation/information being provided.

All employers will be checked by Education Business Partnership NW, who work closely with us to ensure that placements are suitable and allow pupils an opportunity to experience the world of work. It is essential that you return a copy of the employer's Liability Insurance with your son/daughter's self-placement form.

Thank you for your support in preparing your child for Work Experience. Please do not hesitate to contact me via the school's office (01524 32636) should you have any queries.

Yours sincerely,



**Jo Cottam**  
**CEIAG and Business Partnership Co-ordinator**

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