

8 May 2025

Dear Parent/Carer

Re: Virtual Work experience and Work-related Learning 12 – 16 May 2025

For work experience placements next week, your child is expected to attend school to experience a variety of work-related learning activities and participate in our virtual work experience programme.

Each day pupils will, have an opportunity to listen to and talk to a local employer from the same sector and complete study skills sessions. We have also organised for pupils to visit Lancaster and Morecambe College on Friday 16 May to get an idea of what it will be like to study there and find out what courses are available. On Friday pupils, in full school uniform, should come to school as normal and they will be taken to college in the school minibus.

During the week, the school day will run from 8.50am until 2.00pm. Should you wish for your child to stay in school until 3.20pm, we can accommodate them in our Exit/Impact room for the additional hour. Pupils must attend in full school uniform.

The timetable for the week is below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Virtual Work Experience: Construction and Engineering	Employer Talk/Workshop Bridgestone Construction: Pippa Holland	Virtual Work Experience: Finance	Virtual Work Experience: General	Visit to Lancaster and Morecambe College
Period 2	Virtual Work Experience: Construction and Engineering	Virtual Work Experience: NHS	Virtual Work Experience: Finance	Virtual Work Experience: General	
Period 3	Cv Writing Workshop	Virtual Work Experience: NHS	Employer Talk/Workshop Job Centre Skills for work: Clare Rose	Employer Talk/Workshop Army: Scott Craven	
Period 4	Employer Talk/Workshop RAF: Lenny Brayshaw	Employer Talk/Workshop NHS: Iain Hook	Unifrog Session	Unifrog Session	Unifrog Session

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Acting Headteacher: Mrs V. Crossman
The Bay Learning Trust. Registered in England & Wales.
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Please complete the reply slip below to give your consent for us to dismiss your child at 2.00pm, and the attached medical form, to enable your child to take part in the visit to Lancaster and Morecambe College.

A risk assessment for this visit is available on request from the school office. This should be returned to the school office on Monday 12th May 2025.

Yours sincerely



Ms Joanne Lilley
Assistant Headteacher – Personal Development

Virtual Work experience and Work-related Learning 12 May – 16 May 2025

Name of child: _____

Tick as appropriate:

- I agree to my child finishing school at 2.00pm between 12 May – 16 May 2025 ☐
- I would like my child to remain in school until 3.20pm ☐

Parent/Carer signature: _____

Parent/Carer name (please print) _____

Consent Form

Visit to:	Lancaster and Morecambe College 16 May 2025
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Parent / Carer to complete below.

Child's name	Date of Birth	Form
Address		
Emergency Contact Details – Please provide two contacts		
1. Name and relationship to child	Contact No.	Alternative No.
2. Name and relationship to child	Contact No.	Alternative No.
Additional information that you wish the Visit Leader to be aware of (e.g. medical conditions, allergies, recent illness, special requirements etc.) which may affect him /her during the visit:		

Declaration by Parent/Carer:

- ☐ In the case of an emergency, I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- ☐ I have read the attached information provided about the proposed visit.
- ☐ I consent to my child taking part in the visit and, having read the information sheet, declare my child to be in good health and physically able to participate in any activities mentioned; subject to any agreed adjustments.
- ☐ I will ensure that any change in the circumstances (e.g. recent illness, medication or injury) which will affect my child's participation in the visit will be notified to the School/Service prior to the visit.

Signature of Parent/Carer **Date**.....

Name of parent/carers in block letters:

Completed form to be returned to School office by Monday 12 May 2025