



Holy Family Catholic High School

Virgin's Lane, Thornton, Liverpool L23 4UL.
Tel: 0151 924 6451 Fax: 0151 932 1417
Headteacher: Mr M Symes BA(Hons), NPQH

Dear Parent/Carer,

Thank you for your support in getting all of Year 11 out on work experience next week. I know that a lot of our pupils are really excited about the opportunity, and it should prove to be a valuable and rewarding experience for them.

There are a few points I would like to share with you about the expectations for the week ahead:

- In the case of absence please notify **both** school and the placement
- If there are any safety or safeguarding concerns, please contact school immediately.
- Ensure your child has checked Unifrog for their start and end times, lunch arrangements and what they should wear.
- If a placement falls through, or one has not been organised pupils are expected to be in school. Please see the instructions for this below.

Arrangements for pupils staying in school.

Monday 9th to Friday 13th

Pupils will come in at 8.45 and leave at 3.15. They may use the canteen as normal. Buses for other year groups will be running as normal and can still be used. They may wear smart clothes or their uniform. They will be deployed around the school in various jobs. They must report to the student office on arrival.

Last minute placements and placement changes

Please email me if there are any changes to placements over the weekend, so I have accurate records of where pupils are on Monday morning.

If you still need support finding a placement please email careers@holyfamilyhighschool.co.uk to speak with Megan.

If you have any queries about Unifrog, or any other questions please email me at c.powell@holyfamilyhighschool.co.uk

Thank you once again for your support.

Many thanks,
Claire Powell
Senior Leader i/c Attendance and Careers