



16th January 2017

RE: Cottesloe School Work Experience 2017

Dear Parent / Carer

I would like to offer all Year 10 students the opportunity to be part of an official Work Experience programme. The dates for this year's programme are Monday 10th – Friday 21st July 2017.

As there is no longer any Government funding for such projects, we need to implement this programme at a minimum cost.

In order to achieve this, it will be the responsibility of the student to find a placement and complete, with the prospective employer, the necessary application forms.

To guarantee a place on the programme, each student must fulfil the following conditions:

- That the placement is with a recognised, high profile company, who have a history of successfully accommodating Work Experience students.
- Or, even better, that the placement is with a parent, carer or close relative.
- That the application form is completed fully by all parties, with particular attention to the **Employer's Liability Insurance Number**.

If I am in any way unsure about the suitability of a proposed placement, I will not authorise it and a second placement will have to be found. In this respect, I am happy to meet with students any lunchtime, to guide them in the right direction based on their interests and career aspirations.

I have included with this letter a form that must be completed and returned to me by **Thursday 30th March 2017**.

Students who decline to be part of the programme will follow their normal timetable during the Work Experience period.

If you require any further clarification, please contact me by email at cmatcham@blpmail.org.uk, where I can offer any advice or suggest suitable placements.

Please note that we are in competition to secure placements with other schools in Bucks so it is important to act quickly.

Yours sincerely

Mr C Matcham
Work Experience Coordinator