

September 2009

Dear Parent/Guardian

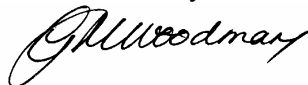
### **WORK EXPERIENCE**

At the end of the summer term, you should have received a letter outlining details of the work experience programme for your son/daughter for the dates of 22-26 March 2010. It was requested within that letter that you return parental consent for your son/daughter to take part in the work experience programme. If you have not already done so, I would be grateful if you could return the consent as soon as possible.

Enclosed with this covering note is a pack relating to work experience, which consists of: -

- An application form - Your son/daughter should decide what sort of employment they would like to find, or specific employers they would like to work for. The application form should then be returned to Mrs Woodman. Your son/daughter will then be contacted by Mrs Woodman or Mrs Hurst to discuss and make a final selection from an approved list of employers from the County Register of Work Experience Hosts.
- A list of prohibited placements
- A timetable of dates - confirming placement details for over 200 students is a time consuming procedure which, in the past, has been hampered by some students not meeting deadlines. It is hoped that, by providing this timetable of dates you will know what your son/daughter should have done by when.
- A Guide to Work Experience in West Sussex for Parents/Guardians – produced by West Sussex County Council.

Yours faithfully



Mrs. Gill Woodman  
Careers/Work Experience Coordinator

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