

25th November 2011.

Dear Parents/Carers of Year 10 students,

Thank you for your response to the letter regarding work experience which we sent you recently. We are pleased to inform you that the school has decided to give all Year 10 students an opportunity to experience the world of work.

Work experience for current year 10 students will take place for **one week starting on Monday 9th July 2012**, and as we are going to organise it ourselves, we will ask you as parents for maximum support.

We would like to encourage all students to try and find their own work experience. Please think very carefully about the options your child has chosen and the career that they perhaps would like to pursue in the future. A lot of our students found their work placement a life changing experience. They were offered a part time job or an apprenticeship for the future because of their attitude, enthusiasm and eagerness to learn!

Please find attached a form that employers will need to complete if they agree to take your child for work experience. This then needs to be returned to **Mrs. Madden, the Careers Manger** at the school **by the end of February 2012**.

If you are unable to organise your own placement for your child please contact us at the earliest convenience and we may be able to help you.

If you have any questions with regards to the work experience, please do not hesitate to contact Mrs. Madden at the school, or email her on vmadden@st-johns-epping.essex.sch.uk

Yours truly,

Mrs. M. Brewin
Assistant Headteacher



**St John's C of E VC School and Specialist
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WORK EXPERIENCE

Student details

Student's name.....
School.....Telephone.....
Form Tutors name.....

To be completed by the Employer

Do you have Employer and Public Liability
Insurance Y/N
Company.....expiry date.....
Policy number.....
Nature of companies work.....

Please confirm that you have agreed this placement with the
student by signing below.

Company Name.....
Contact person.....
Address.....
.....
.....
Post code
Telephone.....E mail.....

Please return to Viv Madden at the school.