



12 January 2022

Dear Parent/Guardian

Work Experience

The year 10 work experience will start on 20 June 2022. This will consist of 1 day in school working on employability skills and then 2 days of placement in a local place of work.

Work experience is an important time for your child to gain experience for entering the world of work and a wide range of skills.

To support your child in finding a suitable placement, could you please help them to complete the application form available on the relevant tutor group Google Classroom. Students have been shown where to find the form and how to complete it during an assembly on Monday. Please carefully consider where your child is suggesting they can commute to for their placement, as once the placement has been arranged we will not be able to change this.

The deadline for returning the application is **Friday 14 January**. Any forms not returned by this time will need to be completed at the end of the school day on Friday. I will be in contact with you should I need to make arrangements for your child to stay after school to do this.

Should you wish to discuss anything about the work experience or have any questions, please contact me via email MERoffice@maidenerleghtrust.org.

Yours sincerely,

Miss Z Wildman
Head of Year 10