



**Trinity School**

A Church of England  
Academy

Registered Address: Strand Road  
Carlisle  
Cumbria CA1 1JB

T 01228 516051  
F 01228 516052  
E [info@trinity.cumbria.sch.uk](mailto:info@trinity.cumbria.sch.uk)  
[www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk)

Sheila Johnston and Derek Kay  
Co-Headteachers

6 October 2016

Dear Parent/carer

**Re: Year 12 Work Experience  
Monday 17 July – Thursday 20 July 2017 (inclusive)**

Year 12 students will have an opportunity to take part in four days of work experience during the summer term. The work experience programme is a very valuable and enjoyable experience for our students and relies upon students, with parental assistance, finding their own placements. Students should choose a placement which is related to a career they would like to pursue in the future so that they gain a useful insight as to what it involves.

This week your son/daughter had an assembly to introduce the idea of work experience and suggest how they can actively get involved in trying to find a suitable placement. Students can also find more information about finding a placement on the 'Careers Information, Advice & Guidance' section of Moodle on the school's website.

Please complete the attached consent form and return it to the Sixth Form Office by **Friday 24 February 2017**. It is essential that you complete all of the contact information for the company your son/daughter will be working in. A mandatory risk assessment has to be taken up for health and safety reasons prior to students taking up their placement. If a company is not willing to undertake this then by law we cannot allow a student to attend their establishment.

We will be working alongside an organisation called Cumbria EBP (Cumbria Education Business Partnership) and all placements in Cumbria will incur no charge to parents. However, if a student wants to work outside the county, there is an additional cost for the placement vetting and insurance and therefore total responsibility must rest with the parent/carer. We will require a letter from you to this effect.

We appreciate all of the work that goes into finding the right placement for your son/daughter and the parental support given. Thank you in anticipation of your cooperation.

Yours faithfully

Mr A Winter  
**Assistant Headteacher (Sixth Form)**  
**Enc.**