



**Trinity School**

A Church of England  
Academy

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Sheila Johnston and Derek Kay  
Co-Headteachers

September 2017

Dear Parent/Carer

**Re: Year 10 Work Experience Week  
Monday 2 July – Friday 6 July (inclusive)**

At the beginning of July 2018 all of our Year 10 students will take part in a week long work experience. 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.

Today your son/daughter has had an assembly to introduce the idea of work experience and suggested how they can actively get involved in trying to find a suitable placement.

Please complete the attached consent form and return it to your son/daughter's **Form Tutor by Friday 8 December 2017**. It is essential that you complete all of the contact information for the company your son/daughter will be working in. A mandatory health & safety check /risk assessment has to be completed 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.

All placements will be vetted by an organisation called CEBP (Cumbria Education Business Partnership) and all placements in Cumbria will incur no charge to parents. If, however, a student wants to work outside the County this can only go ahead with parent/carers taking full responsibility for the placement, we can no longer arrange for out of County checks to be made and we will require a letter from you to this effect.

If in the meantime you require any further help or information, please do not hesitate to contact me on ext. 279 further information can also be obtained from Trinity home page, **Work Experience**.

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

Yours faithfully

Mrs A Ewing  
**Information, Advice and Guidance Officer**  
**Enc.**