



**Trinity School**

A Church of England  
Academy

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Sheila Johnston and Derek Kay  
Co-Headteachers

October 2018

Dear Parent/Carer

**Re: Year 12 Work Experience, Monday 15 July – Friday 19 July 2019 (inclusive)**

Year 12 students will have an opportunity to take part in five 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 into 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 on the school's website.

Once a placement has been agreed, please complete the attached consent form and return it to the Sixth Form Office **by Friday 22 March 2019**. 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.

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 parents/carers taking full responsibility for the placement and we will require a letter from you to this effect. (We cannot arrange out of county placement vetting).

Please note it is your responsibility to inform employers of any medical conditions, which may affect your son/daughter whilst in their care. Failure to disclose relevant information could create serious difficulties for both the student and the work experience provider. We will issue the employer with your contact details in case of emergency and ask the employer to destroy these once the placement has ceased.

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)**

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