



Pittville School
Cheltenham

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Headteacher Richard Gilpin

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Dear Parent/Carer

Re: Y10 Work Experience

Although work experience is not a statutory requirement for schools to run, we feel that it is an essential part of school life and therefore, require all year 10s to complete a placement.

Work experience will take place during the week:

Monday 13th July to Thursday 16th July 2020

This is a great opportunity for students to try a job that interests them and in some cases it can open up the way for employment in the future. Equally, it can enable a young person to rule out a job because it is unsuitable.

Although it is the responsibility of your son/daughter to find their own work experience placement, we would ask you to give them your full support in finding a placement. A good place to start is with family, friends, and neighbours. **If a placement is possible with a close family member they must own the company that is offering the placement.** Places are taken up very quickly with a number of schools undertaking work experience at the same time; therefore it would be good for your son/daughter to start looking for a placement as soon as possible.

Your son/daughter will need to get a work experience form completed by their employer/placement; a copy of this is attached. A Health & Safety Risk Assessment will be carried out prior to the placement going ahead. Please note that we are only able to agree to placements within **Gloucestershire**. If you or your son/daughter have any queries please contact Mrs Green at school as soon as possible on 01242 548719 or email on mgreen@pittville.gloucs.sch.uk. The deadline for the return of the form to guarantee the placement is Friday 3rd April 2020.

Please would you discuss this with your son/daughter and do all you can to assist them in finding a placement. Further help will be given via their tutor in school and through assemblies. Miss Foster (Assistant Headteacher) and Miss Iannone (PSHE Subject Leader) are on hand to help as well as Mrs Green (in the school office) who co-ordinates the Work Experience Programme. We also have a careers advisor Steve Weldon who is in school on Mondays and can be found in the careers room.

Yours sincerely

R Gilpin
Headteacher

