



# Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

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Dear Sir /Madam

Re: Year 12 Work Experience Programme – Monday 12 July – Friday 16 July 2021

Student's Name .....

The above named student has shown an interest in completing a work experience placement with your company and feels that your firm would suit both their skills and careers aspirations and we are happy to support this application.

Students have found that the school work experience programme is vital in helping them make informed decisions about future courses and career paths. It is seen as one of the most important activities at school for preparing young people for the world of work. A well planned and organised placement also has an important role in developing personal, social and employability skills. With this in mind, we encourage Year 12 students to find a placement during our official work experience programme, which this year takes place from Monday 12 July – Friday 16 July 2021.

It is becoming increasingly difficult for students to find companies that are able to offer them the chance to gain hands-on experience in a career area that they are keen to explore, especially during these difficult times - so we would very much appreciate it if you were able to offer such an exciting opportunity to one of our students either within your company premises or as part of a virtual programme. If you are able to provide them with an appropriate programme of work experience, could you confirm this directly with the student.

Once you have agreed the placement you will be asked you to complete a Confirmation of Placement form, which has a risk assessment section to it, which you should return to the student. I may then contact you to get further details, if required and you will receive a Letter of Understanding. Should you wish to discuss the programme in more detail before offering this student a placement, please do not hesitate to contact me.

Yours sincerely

Mrs J Boyle  
Careers & WRL Co-ordinator  
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