



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

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Dear Sir /Madam

Re: Year 11 Work Experience Programme – Monday 05 July – Friday 09 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 11 students to find a placement during our official work experience programme, which this year takes place from Monday 05 July – Friday 09 July 2021.

It is becoming increasingly difficult for students to find companies that are able to offer then the chance to gain hands on experience in a career are that they are keen to explore, so we would very much appreciate it if you were able to offer such an exciting opportunity to one of our students. 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 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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