



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

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January 2022

Dear Sir/Madam

Re: Year 11 Work Experience Programme – Monday 11th July – Friday 15th July 2022

Student Name:

Students have found that the school work experience programme is vital in helping them make informed decisions about future courses and careers and it is 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 all Year 12 students to find a placement during our Year 11 official work experience programme, which this year takes place between 11th July and 15th July 2022.

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, so we would very much appreciate it if you were able to offer such an exciting opportunity to one of our students. This student has chosen your firm as one which is suited to both their skills and career aspirations and we are happy to support their application. If you are able to provide them with an appropriate programme of work experience could you please confirm this directly with the student?

If you are able to offer this student work experience they will ask you to complete a risk assessment form via MS Forms which can be completed [via this link.](#) I will then risk assess the placement and contact you to confirm if we are able to go ahead and provide further information on the process. Should you wish to discuss the programme in more detail before offering this student a placement, please do not hesitate to contact me by email at zhole@wallingtongirls.org.uk.

Yours faithfully

Mrs Zena Hole
Careers Leader