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**YSGOL GYMUNEDOL CWMTAWE COMMUNITY SCHOOL**

## HEADTEACHER / PRIFATHRO Mr. C. L. HITCHINGS B.A. (Hons), P.G.C.E., N.P.Q.H.

4th June 2018

## YEAR 10 WORK EXPERIENCE

Dear Parent/Carer,

Every year, we receive enquiries regarding work experience for Year 10 pupils. Careers Wales no longer provide support for pupils to find placements or to assess their suitability. However, we recognise that, for some pupils, this is a valuable way of assessing if a particular career path is right for them.

If your son/daughter wishes to participate in work experience, they are responsible for arranging their own placements, under the guidance and direction of their parents/carers. There are strict deadlines for documentation to be provided to the school for us to release them.

In addition, employers must adhere to all current Health and Safety regulations and have specific risk assessments in place for activities that pupils will be involved in if the risk is different to a normal employee.

Employers must supply you with the following:

- Official letter from employer offering the pupil a work placement from Monday 16th July to Friday 20th July.

- Copy of Employer's Liability Insurance Certificate.

- Copies of risk assessments for activities the pupil will be undertaking.

- Completed Work Experience Form (available from the school).

*The deadline for these documents to reach the school is Friday 22nd June. Unfortunately, any requests or documentation received after this date cannot be considered.*

Pupils remaining in school during the week will benefit from a range of work-related activities delivered across the school curriculum. In previous years, this has included CV writing, apprenticeships fayre and presentations from local employers.

If you have any queries, please contact Miss. K. Ardolino, Head of Year.

Yours sincerely,

Mr. C. L. Hitchings

**HEADTEACHER**