



community school
and sixth form

15th October 2019

Dear Parent/Carer

Year 10 Work Experience Monday 29th June - Friday 3rd July 2020

Thank you to all those parents who attended the meeting this week regarding the launch of work experience for summer 2020. For those that were unable to attend, all the relevant information, including the Powerpoint presentation and a copy of the work experience preference and medical form 2020, can be found on the school website under School Information/Careers/Work experience. The preference & medical form must be fully completed and signed by the student and parent/carer and returned to the careers office in the LRC by **20th January 2020**.

As previously explained, there is a charge of £20 attached to all work experience placements in West Sussex. This charge is levied on the school by the agencies we use to provide the administration for all our placements in West Sussex. Placements outside of West Sussex will incur a higher charge for an outside agency to visit the placement and approve it for a work experience student. Such placements will be quoted for and advised to parents/carers on an individual basis.

In order for the school to process your son/daughter's work experience placement we would be grateful if you could **now make the necessary payment** on Parentpay to enable us to proceed further. Parents are not obliged to make a contribution but it is probable that if insufficient monies are received the future of the work experience programme would need to be reviewed. If you are unable to contribute, you are invited to contact me in confidence so suitable arrangements can be made to help cover the costs of your son/daughter's participation.

If you have any queries regarding work experience please do not hesitate to contact me at careers@theweald.org.uk or on 01403 787260.

Yours faithfully

Mrs N Haynes
Careers and Work Experience Manager