



# Saint Paul's Catholic High School

January 2018

## RE: Year 10 Work Experience Programme

Dear Parent / Carer

We are writing to parents to remind you that the school have scheduled into the school timetable the opportunity for your son / daughter to undertake work experience from:

**Monday 3<sup>rd</sup> July to Friday 7<sup>th</sup> July 2018.**

The main aims for work experience are for students to get a feel for the world of work, build confidence, identify their own strengths and weaknesses and improve their employability skills.

Students are encouraged to find their own work experience placements if they have an interest in a particular occupation, for example, Sport and Leisure, Media, Law, Finance, Engineering and Construction trades. Employers expect students to have an interest as opportunities are limited and often favour those who approach them direct.

The school are working in partnership with Our Futures Ltd to organise our Work Experience Programme. Guidance, information and the paperwork required have been issued to the students. All students are expected to participate and the students have been briefed on the work experience process and have been issued with all the relevant information required at this stage.

As parents we would ask that you support your son /daughter in finding a work experience placement and with ensuring that all the paperwork that is required is returned to school. This is to ensure that we can send the paperwork to Our Futures Ltd to process. **The deadline for the return of the paperwork was 15th December 2017.** To date we have not received any paperwork from your son/daughter to confirm their placement details.

I am aware that some students have verbal agreements with companies however, in order for 'Our Futures' our work experience provider ([www.ourfutures.co.uk](http://www.ourfutures.co.uk)) to undertake a Health, Safety and Welfare appraisal as recommended by the Health and Safety Executive to ensure that all students will be safe during their time on their placement, school requires that all students return a self-placement form and a copy of the companies Employer's Liability Insurance.

If an employer prefers to send this straight to school they can email the documents directly to Mrs S. McGovern at the following email address [s.mcgovern@st-paulshigh.net](mailto:s.mcgovern@st-paulshigh.net).

Thank you in advance for your cooperation. If you have any questions please contact school on 0161 499 0000.

Yours sincerely

Mr D Pyatt  
Progress Leader Year 10

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Mr A.Hren, Headteacher.



**Journeying together with Jesus Christ, we learn to love and love to learn.**

