



Dear Employer

**Re: Work Experience – Monday 24 June to Friday 28 June 2024**

This letter is to introduce our student \_\_\_\_\_ who is looking for a one week's work experience placement.

Every student in Year 10 at our school is expected to find a work experience placement for one week in June 2024. We feel young people working with adults provides them with considerable insight into the demands and the challenges of what life holds for them post 16.

Many colleges, universities and employers recognise the benefits of work experience, and we would be most grateful if you could consider allowing our student to work in your company.

If you are willing to accept our student for a work experience placement within your company, please complete the Employers Approval section of the Health & Safety form and return it to the student.

**It is a legal requirement to list the duties/activities the student will be asked to undertake while at their placement, therefore please ensure the 'Student Job Title and Description of Duties' section on the form is completed.**

The questions are not a critical analysis of your health and safety provision and answering NO may well be the correct action to take. Health and Safety Legislation applies to work experience students as it does to your employees. I am sure you can appreciate that with almost 300 students to place it is vital that you complete the form and return it as soon as possible to confirm this placement.

Please do not hesitate to contact me if you have any further questions.

Yours faithfully

*R Patel*

**Mrs R Patel**  
**Work Experience Administrator**  
[workexperience@parkhighstanmore.org.uk](mailto:workexperience@parkhighstanmore.org.uk)

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Headteacher Mrs Colette O'Dwyer

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