



Dear Employer

Re: Work Experience Band X– Monday XX June to Friday XX June 2027

This letter is to introduce our student who is looking for a one-week work experience placement.

Every student in Year 10 at Park High School must find a work experience placement. This opportunity provides them with an insight into the demands and 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 allowed our student to work in your company.

Please complete the following sections and return to the student.

Name of Business	
Employer Placement Lead Name	
Employer Placement Lead Email	
Employer Placement Lead Phone Number	
Full Business Address	
Business Postcode	
Valid Employer Liability Insurance (ELI) Policy: YES / NO (Please circle one) This is essential for the placement to be authorised.	
Employer is a family business: YES / NO (Please circle one) Further details necessary. Only authorised in certain circumstances.	

Once our student has entered the above details on the digital platform Unifrog, an email will be sent to you requesting additional information regarding the company and its health and safety policies.

Thank you for your support in the Park High School Year 10 work experience programme. Please do not hesitate to contact me if you have any further questions.

Yours faithfully

Mrs R Patel

Work Experience Administrator

workexperience@parkhighstanmore.org.uk

Headteacher Mr Neil Darby

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