

11th January 2010

Dear Parent/Guardian,

I am writing to you to provide you with information about the Work Experience programme that will be offered to your son/daughter from **28th June 2010 to 2nd July 2010** and to obtain your permission for them to take part.

The programme is run jointly by the school and Positive Steps Oldham and is designed to provide pupils with a unique opportunity to sample the world of work in a real environment that is not necessarily the job or career that they intend to follow. Each pupil will be given the opportunity to choose four options of the type of placement they wish to undertake. These choices will be made on-line from job opportunities that have been pledged in advance by employers. The system is designed to auto-allocate placements according to availability and it is important to remember that pupils could be allocated to any of their four choices, so all choices are of equal importance. Once a placement has been allocated it is not possible for it to be changed, therefore we will notify you of your son/daughter's choices in due course and ask you to sign a further agreement form.

If you already have any contacts with a company who would be willing to offer your son/daughter a placement you should complete the details overleaf and obtain the employers signature and the company insurance details and return to school by **Friday 12th February 2010** and the Work Experience Unit will endeavour to make the necessary arrangements. All such placements need to be within a ten mile radius of Oldham town centre. This facility is only for contacts that you already have – you should not attempt to contact employers to arrange placements. We would also discourage placements at a parent's place of work where the pupil would be likely to come into regular contact with his/her parent.

Please note that information relating to your son/daughter may be disclosed to Positive Steps Oldham and a prospective employer e.g. medical conditions, special needs etc.

All pupils will be fully prepared for their placement before it begins and while there the company will be contacted by a member of staff to ensure that the placement is progressing well. Information gathered while on placement can contribute to your son/daughter's GCSE coursework and their Progress File.

Travel to and from the work place is the responsibility of parents/carers and pupils. Travel arrangements should be planned before the placement.

I would be grateful if you could complete the consent form (overleaf) and return it to Mrs Allen by **12th February 2010** to grant your permission for your son/daughter to take part in the programme.

Finally, I hope that your son/daughter finds their placement a valuable and rewarding experience and if you have any questions at all about the programme, please contact Positive Steps Oldham on 0161 621 9400, or Mrs Parry at school who will be happy to help

Yours sincerely
Mr J Meagher
Headteacher

Work Experience
Parent/Guardian Consent Form

I give permission for my child: Name: Family:

to participate in the Work Experience programme. I understand that only placements arranged and validated by Positive Steps Oldham can be accepted for work experience and that once a placement has been allocated it cannot be changed.

Signed (Parent/Guardian): Date:

If you already have any contacts with a company who would be willing to offer your son/daughter a placement you should complete the details below and return to school by **Friday 12th February 2010**

It is important that the company named below has up-to-date Employer Liability Insurance

Personal Contacts

Name and address of Organisation:

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.....
.....

Telephone Number:

Name of Contact:

Type of opportunity offered by company:

Name of Insurance Company.....

Employer Liability Policy Number:

Expiry Date:

Signature of Contact: