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|  | Description: F:\TypingPool\4 ADMIN\Logos\2013\2013 ND Logo LANDSCAPE.jpg**Looseleigh Lane, Derriford, Plymouth, PL6 5HN** | | |
| **Tel:**  **Fax:**  **E-mail:**  **Website:**  **Twitter:**  **Facebook:** | | 01752 775101  01752 768120  [info@ndonline.org](file:///\\curric12008\confidential$\_How%20to\info@ndonline.org)  [www.ndonline.org](file:///\\curric12008\confidential$\_How%20to\www.ndonline.org)  [@ndplymouth](https://twitter.com/)  [NotreDamePlymouth](https://www.facebook.com/) |
| **Headteacher:** MrsKatherine White | |  | |

**Notre Dame educates the whole person: Head, Heart and Hands**

21st January, 2020

Dear Parents, Carers and Students,

Key Stage 4 Work Experience

Work related learning is part of the curriculum for all students. This can be offered, in part, through work experience with each student spending one week in a real working environment. Although additional funding has been withdrawn for schools to provide this, Notre Dame is committed to offering this opportunity to our students during the autumn term in Year 11. The purpose of work experience is not so much to make career decisions as to introduce students to the standards expected at work so that students appreciate the qualities and skills that employers are looking for. Clearly some students will have a very good idea of the type of career they wish to follow while others will be unsure.

I am writing to ask for your help in finding work based learning placements. I am sure that many parents have contacts that would be useful for us and very appropriate for their daughters’ areas of interest. However, we strongly advise students not to work directly for or with family members in order to make their work experience as realistic as possible.

Please help your daughter to find an employer who would be happy to offer her a work placement for the week of **19th to 23rd October 2020**. If you are involved in the process it may mean that your daughter gets a placement that matches her needs more specifically than a placement we may offer. For your daughter, finding a placement is all part of the learning process. Although October 2018 seems a long way off, I know that employers are often booked well in advance so it is important that we start our planning now.

If you would like your daughter to take part in this Work Experience week please complete the form at the bottom of this letter and ask her to return it to Miss Jensen in the Library. When the form is received your daughter will be given the official paperwork in order to arrange her placement. Without this paperwork the placement will not be able to go ahead. All placements must be arranged as soon as possible and by **Friday 13th March** at the very latest. Students who cannot find their own placement will then be helped to find one through the school but they must actively seek the support of our team.

It is important to note that although Work Experience comes at no cost to the student, as a school we have to provide a fee for each student to cover the costs of health and safety checks etc.

* All student placements must be in Plymouth or the local area. Placements outside of the Plymouth area may incur an additional cost and this will need to be met by the student.
* Students who decline a placement after the official checks and paperwork have been completed will have to cover the cost of that placement before a new one is found or agreed. This can be up to £40 per placement.
* Students failing to secure a placement, or who do not co-operate with the school in selecting a placement by the start of the summer term, will complete school work in school for the week. This is not an opportunity for a week off school.

I know that we can count on your support to work in partnership with us in your daughter’s best interests.

Yours sincerely,

Miss Colette Darragh

IAG and Attendance Manager

✂ …………………………..…………………………………………………………………….

**WORK EXPERIENCE 2020**

I have received and understood the letter concerning the work experience opportunity offered to my daughter in October, 2020.

🞎 I do wish my daughter to undertake Work Experience in October 2020 and understand that a placement must be arranged before 13th March, 2020.

🞏 I will be supporting my daughter in finding a WEX placement and will ensure that the correct forms are completed.

Signed: ………………………………………………………………….. (parent/carer)

Student’s name (please print): ………………………………………………………………

Tutor group: 10 ……………….

**Return this reply slip to Miss Darragh.**