



## Horsforth School

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Headteacher: Dr P C Bell

Our ref: PCB/SAN/POD

Date: 8/9/2016

Dear Parent/Carer,

It is our intention that each member of Year 10 will take part in a one week work experience placement at the end of Year 10.

The dates are: Monday 12th June – Friday 16th June 2017

Work experience offers many benefits and opportunities. It can help students to:

- develop vocational skills;
- develop self-reliance and flexibility and the ability to work with others;
- learn about the world of work and gain an insight into the skills and attitudes required by employers;
- make informed choices about their future careers;
- develop personal presentation skills and build self-confidence.

All students will be visited by a member of staff whilst on their placement but it is a legal requirement that all placements have been Health and Safety checked. Horsforth School works in conjunction with Xperience, Children's Services, Bradford to provide this service. This does however make the organisational procedure more complex.

The procedures, deadlines and consent form are attached and must be followed to allow the Health & Safety checks to be completed. Please sign and return the consent form to school as soon as possible. All Year 10 students will be given guidance on the procedures and preparation for work experience during Lifeskills lessons as well as Drop in sessions at Form time in my office.

It is vital that students consider this carefully to find the most beneficial placement. I will also be available at breaks, lunchtime and after school to help pupils who need help or advice prior to the deadlines. Please encourage your son/daughter to attend.

May I thank you for your help and support in this valuable experience and if you require any further information please do not hesitate to contact me at school.

Yours sincerely,

Mrs P M O'Donnell  
Careers Advisor

*'Opportunity and achievement for all'*