



Stoke Newington School  
& Sixth Form

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& Sixth Form  
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January 6, 2017

Dear Parents/Guardians,

Year 12 Work Experience 10<sup>th</sup> - 21<sup>st</sup> July 2017

As part of the Year 12 curriculum, students are expected to participate in the school's work related learning programme to help prepare them for future decisions related to their career.

All students are expected, with support from the Careers Office, to find their own placement within their chosen area and complete the placement from 10<sup>th</sup> -21<sup>st</sup> July 2017.

Each student will have an own find form which the placement company needs to complete. I have attached a copy to this letter. Additional copies and information are available on the website under careers.

SNS will request each placement company to provide details of their Employer Liability Insurance Policy Number and expiry date. We will carry out this basic check, however we will not be able to visit each placement. If any company does not have this insurance the school will not allow the placement to go ahead.

Please confirm by return that you understand that SNS will carry out this basic check for your son or daughter's work experience placement 10<sup>th</sup> - 21<sup>st</sup> July 2017 and that no further visits are automatically carried out.

If you have any further questions please do not hesitate to contact me or make an appointment to come in and discuss this further.

Best wishes,  
Juliet Alexander  
Careers, Work Related Learning & Enterprise Manager  
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*I understand that SNS carries out a basic check of the Employer Liability Insurance details of each placement provider as part of the school Work Experience Placement Programme 10<sup>th</sup> - 21<sup>st</sup> July 2017 and that no further checks are necessarily carried out.*

Student Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_

Signature \_\_\_\_\_

Emergency Contact Number (Daytime) -----

Student's Medical Details (if any) \_\_\_\_\_

