3 July 2018

Dear Parents/Guardians,

Year 12 Work Experience 8-19th July 2019

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 8-19th July 2019.

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 sixth form, work experience.

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 acceptance by signing and returning the slip below.

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

[Juliet.alexander@sns.hackney.sch.uk](mailto:Juliet.alexander@sns.hackney.sch.uk)

Tel: 020 7241 9660

**--------------------------------------------------------------------------------------------------------------------**

*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 8-19th July 2019 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) \_