

The Meridian School
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SCHOOL

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SUCCESSFUL
PERSONALISED
PASSIONATE
SUPPORTIVE
COMMUNITY SPIRITED
COMPETITIVE
CELEBRATORY

Headteacher (Acting): Kim Horner BA (Hons), MEd

Dear Parent/Carer

Re: Year 12 Work Experience Programme: Monday 17th – Friday 21st July 2017.

We acknowledge at Meridian Sixth Form College how important it is for students to gain valuable experience and skills required, whether it be university courses, further education courses or employment and apprenticeships. We have recently spoken with Year 12 students about the benefits of gaining work experience in. Most employers, young people and their parents or carers are positive about the experience and recognise the benefits, particularly in the competitive market place that now exists for young people when applying for employment and university courses.

Work Experience placements help young people learn and offer a number of benefits including: providing an insight into the particular skills and attitudes required by particular sectors and employers, a better understanding of changes in the world of work and an opportunity to develop the young person's personal and social skills and increase their maturity. We know that a work based placement can prepare students for their next steps and believe the skills that are gained will benefit students when writing personal statements and letters of job application.

I am writing to confirm that Work Experience for all Year 12 students will take place for a week from Monday 17th – Friday 21st July 2017.

How does this work?

Students have been asked to research their own work experience places, and if any of you have potential places available at your work place I would be very pleased to hear of them.

I am sure you will appreciate that in planning each student placement there is a significant amount of work which goes into ensuring the work placement is both safe and appropriate. Each work placement requires a Health & Safety visit and assessment which Meridian Sixth Form College commissions from an outside organisation. We would ask all students for a small donation of £5.00 to contribute to the Health & Safety visit and assessment.

Key Dates are:

Launch to students: Friday 19th December 2016

Own Placement Forms released to students: 23rd February 2017

Reply slips returned to college with donation: Friday 10th March 2017

Deadline for submission of own placement details: Friday 14th April 2017

Can you therefore please complete and return the tear-off slip below to say that you have read this letter, would like your child to take part in the Work Experience week and are willing to pay a donation of £5.00.

Payment can be made by cash, cheque or via ParentPay. (*cheques should be made payable to Meridian School*)

Should you wish to contact me to discuss any aspect of the work experience scheme please do not hesitate to contact me.

I very much look forward to working with Year 12 to find and secure meaningful work experience placements over the next few months.

Yours sincerely



**Clive Crisford
Head of Sixth Form**

REPLY SLIP:- Please return to the Finance Office by: **Friday 10th March 2017**

RE: Work Experience Programme – 17th – 21st July 2017

Student Name: Tutor Group:

I understand that the work experience week for my child will be held from **Monday 17th July – Friday 21st July 2017** and would like my child to take part. I am willing to pay the costs as described in the letter and enclose £5.00 cash, cheque or have paid via ParentPay (*please delete as applicable*) (*Cheques should be made payable to Meridian School*).

Print Name: _____

Signed: _____