

Dear Parent/Carer,

WORK RELATED LEARNING – PARENTS’ INFORMATION EVENING

It is with great pleasure that I write to invite you to a Parents’ Information Evening regarding your son’s work experience placement that he will undertake in the first term of Year 10, from Tuesday 20th - Thursday 22nd October 2020, during the annual Enterprise Week.

Your son will be required to research and finalise his own work experience placement and as such will require guidance and support from you at home; on the information evening, you will be given a handbook which will outline the steps he must take and how you can best support him. You will also receive key information about internal deadlines and all the necessary paperwork that you, he and the host business will be required to complete.

The information evening will take place on **Tuesday 25th February from 6.00pm** in the Cripps Hall Theatre and will not run beyond 7.00pm; members of staff will be present throughout the evening to answer any questions you might have following the presentation about your son’s work experience placement.

If you are driving to the school, please use The Cripps Hall Car Park opposite The Cripps Hall on Billing Road.

Please could we ask that students return the reply slip below to the relevant Form Tutor as soon as possible. Thank you for your assistance in this matter and we do hope that you can join us.

Kind regards,

Miss H Rickaby

Work Related Learning & Enterprise Manager

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Reply Slip to Form Tutor

I/We* have received the letter concerning Work Related Learning Parents Information Evening on Tuesday 25th February 2020. I/we* will/will not* be able to attend.

Pupil's Name: _____ Form: _____

Signed: _____ Parent/Guardian

(*Delete as necessary)