Our Ref: CMH/LDE

October 2019

Dear Parent/Carer

**Letter explaining Work Experience – Monday 13th July to Friday 17th July 2020**

During Year 10 the students at Q3 Academy Great Barr have an opportunity of experiencing a week of work experience from 13th - 17th July 2020. Students are expected to find suitable placements for themselves, as they will then find the week and the experience more beneficial.

Many of our students over the years have discovered that their week’s work experience has helped them in understanding how many of the aspects of the world of work function. Students can use their work experience employer and contact as a reference when applying for future jobs, employment training, or higher education opportunities.

All placement opportunities have to be Health and Safety checked. It is a requirement of every employer that they have appropriate **employer’s liability insurance** to enable students to attend and this needs to be confirmed when you are making enquiries. Therefore, please complete and return the enclosed forms detailing the employer’s name, contact details, and type of work involved.

Q3 Academy Great Barr reserves the right of not allowing students to take part in this programme if their behaviour or attendance in the Academy is unreasonable.

We very much hope that you will support your child in finding a placement and encourage them to participate in this venture. I would ask you to complete the permission section and return this, together with the confirmed placement employer’s details, to the Year 10 office by **Tuesday 7th January 2020.**

Yours sincerely



Mrs C Meredith

**Aspirations, Careers & Employability Ambassador**