

COVID-19: Given the current national landscape, please be aware that the information below is subject to change. In addition, we will have a virtual work experience programme (VWEX) in place as a contingency.

8th February 2022

Dear Parent/Carer

Work experience information for Cohort 10

Cohort 10 have recently watched a presentation during their Learning Session 5, outlining the various work experience opportunities available this year. As we have previously mentioned, work experience will take place during **Week 38 (4th - 8th July)**. There is the option for a two-week placement, but this must cover both Week 37 and Week 38 (27th June - 8th July).

I have attached the consent form which you and the employer will need to complete and return as soon as possible. This is an editable PDF which means that you can fill in your section, save it and then send it to the employer for them to fill in their details. **Once you have both completed the form, you can then email it to me and we can undertake the relevant health and safety checks and risk assessments.**

The deadline for the return of this **completed** form is **Monday 2nd May**. This is to allow time for the appropriate checks to be carried out.

In addition, I have attached a request for work experience exemplar letter which you may wish to use when contacting employers.

Given the fluidity of the current global situation, I am sure that you have many questions with regards to this opportunity. Please watch [this video](#), which will hopefully answer most of your queries. However, please feel free to contact me on mramsay@honywoodschool.com if you require clarification.

Yours sincerely



Mr M Ramsay
CEIAG Officer