



ACTON HIGH SCHOOL

CENTRE FOR MEDIA ARTS AND APPLIED LEARNING

Headteacher: Mr Ken MacKenzie

YEAR 10 WORK EXPERIENCE - PARENT CONSENT FORM

Dear Parent/Guardian,

The Work Experience for Year 10 students this academic year will run from Monday, 10th July to Friday, 14th July 2017. Whilst this seems like a long time away, it is very important to secure a place for students to ensure that they get to do something that they will enjoy- most of the best placements get filled before Spring!

Students are required to take on the responsibility of researching and contacting their own placement as soon as possible, and to complete the Own Find Placement Form. They can receive support from me during drop in sessions, in terms of how to choose a placement and what to do once they find one. Students are advised to think of some ideas of where they would like to undertake work experience and to either telephone the employer or attend the work place to introduce themselves.

In order for pupils to undertake work experience we do need parental consent, so please can you fill in the slip below and return this to me before the end of term. Please note that if this form is not returned to me completed then your child will not be able to participate in work experience and may have to stay at home for that week as no lessons for Year 10 will be taking place in school. Please also use the Own Find Placement Form that you can find online, or that your child can get either from me or from their register during tutor time- this must be **completed by the employer** when a placement has been secured.

If you have any further questions please do contact me.

Yours Sincerely,

Ms S Stocks

Work Related Learning T: 020 3110 2413 E: sstocks@actonhigh.ealing.sch.uk

I give permission for my son/daughter (name): _____ in

Tutor Group: _____ to take part in the 1 week Work Experience programme from Monday, 10th July – Friday, 14th July 2017

Parent/Guardian Name _____

Signature _____

Any medical information that the employer needs to know about _____

***IF THERE IS ANY REASON WHY YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN WORK EXPERIENCE THEN YOU SHOULD CONTACT THE SCHOOL TO DISCUSS THIS.**