



October 2018

RJE/SPA/NC

Dear Employer

**Year 10 Work Experience: Monday 1 July – Friday 5 July 2019**

The student who has given you this letter attends Tupton Hall School and is looking to organise a work experience placement with you.

The work experience programme is a very important element of the careers education programme in Year 10. We feel that, as part of that experience, students should investigate and find the placement themselves, as they would when looking for employment. However, if you would like to contact the school to check anything, please contact the Year 10 Pastoral team who will be able to offer more detailed advice and guidance.

Many employers will know that the school has to carry out a health and safety check of premises used for placements and, in many cases, this has been done already. However, if you would like to know more about the process, again please contact the school directly and we will be happy to advise.

Please accept our thanks for all your support in making the work experience programme a success. It is amazing to see how the real world of work can often transform a student's attitude to study and career planning and that only happens because of the time and effort put in by employers like yourself.

Once again, thank you very much for your time and support.

Yours faithfully

Mrs R Jeffries  
Y10 Learning Leader

Mr S Pateman  
Y10 Character Leader