

Dear Parent/Carer

**Work Experience Parent Consultation Evening  
Thursday 28<sup>th</sup> September at 4pm**

In Year 10 we actively encourage our students to take part in a work experience module lasting one week. Some schools in the area pass the cost of this on to parents to cover, however we at Tudor Grange Samworth Academy see it as 'investing' in our young peoples' future and so cover the cost ourselves.

This year Work Experience will take place during the week commencing Monday 23<sup>rd</sup> April and is run through the Leicester Education Business Company (LEBC). Students can opt to either organise a self-placement, or placements can be arranged on their behalf using an application process. All placements, including self-placements, are checked by one of their NEBOSH assessors who undertake health, safety and welfare checks on all placement providers. Clear placement descriptions including the risk assessment and controls in place are provided to parents and staff in school.

As part of the application process, we need your support in making sure students only apply to areas and sectors that they are able to work in, and that you encourage your son/daughter to call their placement to arrange an interview. We also ask that you continue to support them during their placement experience. With this mind, we would like to invite you along to a Parent Consultation Evening where LEBC will go through each step of the Work Experience process with you and can answer any questions you may have.

For further information about Work Experience and LEBC, please use the link below. Copies of the self-placement can be picked up on the evening or are available from myself or on the school website. <http://www.leics-ebc.org.uk/>

All self-placement forms will need to be returned to school by *Wednesday 25th October* to be processed in time.

Yours sincerely

Rachel Sanders  
Work Experience Co-Ordinator

.....  
Reply Slip- To be returned to school by Friday 22<sup>nd</sup> September

Name of student.....  
(Please tick one)

I will be attending the Work Experience Parent Consultation Evening.

I will not be able to attend the Parent Consultation Evening but would like to speak to someone about this.