



COMBE PAFFORD SCHOOL
M E C Lock MEd, BEd (Hons): Headteacher

Steps Lane, Watcombe, Torquay, Devon TQ2 8NL
Tel/Fax: Office (01803) 327902
www.combepaffordschool.co.uk



6th March 2018

Dear Parent/Carer of

Year 10 Work Experience Week – 11^h to 15th June 2018

Work Experience is an integral part of the Careers Education & Guidance Programme at Combe Pafford, we encourage all students to take part as it provided them with experience of the world of work. In year 10 the scheme enables students to spend 3 days (Tuesday, Wednesday, and Thursday) with an employer during the firm's normal working hours. Students will participate in realistic work situations, observing what goes on in the workplace and collecting a wide range of useful information about the placement that they undertake. Placement project work will include completing a workbook or a diary that will help students remember their experience and impressions of the employer.

The school will try to organise a work placement in an area that is of interest to the student, but it can be difficult to secure placements in some occupational areas. Therefore we ask students to select more than one occupational area on the work experience choices list enclosed. If you know of an employer that would be willing to take «First_Name», please complete the details on the choices form & I will make contact with the employer.

During Year 10's work experience week (Monday & Friday) we will also be completing some work experience preparation, evaluation and visiting some employers.

All our placements have to be approved by CSW Enterprise. Under their regulations, they stipulate that the school must hold written parental authorisation before the work experience can take place. All relevant medical information must also to be passed to the employer. If you are in agreement with your son/daughter taking part in work experience, visits to employers & related activities, **please complete the enclosed forms and return them to Caroline Milner in school, by Wednesday 28th March.**

If you have any questions regarding work experience please telephone me on (01803)327902 or email cmilner@combepafford.torbay.sch.uk

Yours sincerely,

Mrs Caroline Milner
(Work Experience Coordinator)



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Name: «First_Name»

Tutor Group:

I give/do not give permission for my son/daughter to take part in work experience, employer visits & related activities between the 11th & 15th June 2018

I have completed the attached medical form & choices form

Signed: _____
Parent/Carer

Name of Parent/Carer: _____

Date: _____

Please return this form, Work Experience Choices & the medical form to Caroline Milner/Kayley Redman in school.