

Prospect School

PROSPECT SCHOOL, READING

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Headteacher: Mr Philip Davies

Our ref: TSM/TNu

11th October, 2016

Dear Parent/Guardian,

We are pleased to inform you that year 10 students will undertake a week of work experience week commencing Monday 8th May, 2017. The aim of the week will be to give students a taste of working in an adult business environment and the opportunity to gain experience and information which can be used in college applications, personal statements and CV writing.

Students will be issued with **blue standard forms** on **Monday 17th October** and these will be filled in with their tutors during their PHSE lesson. The forms will be sent home with the students on that day and we would be grateful if you could complete the medical section and sign them. **The blue standard forms** should be **returned to school the next day Tuesday 18th October**. In addition, students may bring home a pink own placement form if they feel that they can secure their own work placement. This must also be returned to the school promptly.

It is vital that these forms are returned promptly as work experience placements will be awarded on a first come first served basis.

Placements are sought by the CBEBP (Central Berkshire Education Business Partnership) and unfortunately are limited. Prompt return of completed forms means a greater chance of your son/daughter being offered a placement in their chosen area of work. Please note that students cannot always expect to be placed in their chosen areas. The most important thing is that they gain experience in an adult working environment.

Thank you for your support in this matter, if you have any queries please contact the school.

Yours faithfully,



Mr T Smith,
Head of Careers.

ASPIRE - BELIEVE - ACHIEVE