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Headteacher: Ms Helen Bridge BA MA

Dear Employer

**Year 12 Work Experience, 6<sup>th</sup> July – 10<sup>th</sup> July 2020**

Thank you for agreeing to accommodate our student for this period of Work Experience. I realise that this adds to your burden of work and I am very grateful to you for giving this student the opportunity to work with you. I would appreciate it if you could assist me by noting the following requests:

1. It is hoped that a member of the school's staff may be able to visit or telephone the student during his/her placement. Would you please delete as appropriate in paragraph B (overleaf) if you require prior notice of this visit.
2. In paragraph B (overleaf) would you please give brief details of your place of work, hours the student is expected to work, and the type of work you anticipate the student doing during the placement.
3. It would be most helpful if you could organise a very full programme of work in order that the student is kept busy for the whole of the period of work experience. Discussion with the student will help to clarify objectives and set realistic targets.
4. If you have not taken part in the Work Experience Scheme previously, a representative from the school will be contacting you regarding the student placement. The County insist that all employers have relevant Employers Liability Insurance for the period of work experience.
5. Employers are now required to provide the school with a brief statement of the health and safety risks attached to the placement, and measures that are taken to control these. Please complete and return the Statement of Risks and Control Measures form for this student and return both forms within the next 10 days.
6. I encourage students to contact employers for a pre-placement visit and hope you will be able to arrange this. In addition to this, we ask employers if they can encourage students to record their learning during their week in their Work Experience Diary. Any feedback in either a written or verbal format provided by an employer to our student will be very much appreciated.

With many thanks for your help and support.

Yours sincerely

Mr Adam Mitchell  
Assistant Head Teacher