

27th April 2017

Dear Parent/Guardian,

Re: Providing work experience for our year 10 and 11 students

We would like to offer a wide range of work experience opportunities for our Year 10 and 11 students. In order to help us to provide this very valuable service, we would like to ask if you or any of your family or friends would be willing to consider offering a work experience placement for 1 or 2 of our Year 10 and 11 students.

We would be interested in any type of work experience you can offer as long as someone will be able to fill out a short NLGS Work Experience Feedback Form at the end of each day to tick the attendance, punctuality and other required work skills expected from the student.

Apart from our students gaining an insight to the world of work, transferable work skills, and valuable practical experience, you would gain some additional help during the week and a chance to share your business experience by mentoring a student.

If you or someone you know would be willing to provide a work experience place for our students during half term, please fill out our reply slip as an expression of interest so that we can contact you with further information.

Thank you for your continued and valued support.

Yours faithfully,

Mr H Gokce
Headteacher

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Reply slip for providing work experience for our year 10 and 11 students

I am interested to provide ____ work experience place/s for Year 10 and 11 students.
Please describe the type of work that you are able to offer for example, general office work, catering work, finance work etc. and also state the type of business.

Name of Parent in capital letters: _____

Telephone Number: _____

***Please return to the RECEPTION as soon as possible
Thank you***