



Beaumont School

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Dear Parent/Guardian

Year 10 Work Experience: Parent Information Evening and Consent Forms

As you will be aware, all Year 10 students will be undertaking a week of work experience during the week commencing Monday 3 July 2017. A Parent Information Evening will be held on Wednesday 7 December 2016 at 7.00pm in the Hall, to which we hope you will come.

Could you please complete the two attached forms and return them to school at the meeting, or by Friday 9 December at the latest. Please try to meet this deadline as we waste a lot of time each year chasing consent forms. Thank you.

- The first form, headed **Emergency Contact/Medical Details**, ensures that the contact and medical details we hold for you are up to date, and that we have your consent to pass relevant information to the employer and if necessary to Youth Connexions whose work experience programme we use.
- The second form, headed **Information and Consent for Employer**, will be copied to your child's 'employer' prior to the week your child will spend with them so that if your child is unwell or encounters a problem whilst on the placement, their employer has immediate access to relevant information. It will also alert them if your child has a particular medical, learning or other condition that means there is a need to re-visit their risk assessments so they can ensure your child's safety and well-being whilst on the placement. You should therefore include all relevant information on this form, as it may be the only written information that will be passed to your child's employer. If any of this information changes prior to the work experience week please let the school know. **NB this second form is two pages; please ensure you complete both pages.**

May I please encourage those of you who you are arranging a Private Placement to get the Private Placement Request form completed and returned to school as soon as possible. A copy of the form is attached and further copies can be downloaded from the school website (see below).

I hope this is clear but if you have any queries please contact me or Beverley Rider, the Work Experience Administrator, on the above number. You can find further information on the school website <http://www.beaumontschool.com> on the 'work experience' page under the 'Students – How we Learn' tab. Copies of all letters, forms, and an 'Essential Guide to Work Experience' will be downloadable from this page. A hard copy of the Essential Guide will also be made available to each student on 7 December.

We look forward to seeing you at the Parents' Information Evening on Wednesday 7 December at 7.00pm in the Hall.

Yours faithfully

Mr C Cross
Assistant Headteacher

