

# Hylands School

An Academy within The Kemnal Academies Trust  
Headteacher: Mr T Thorpe



ER/kjm

February 2017

Dear Parent/Carer

As part of preparing Year 12 students for University and/or work after leaving Hylands Sixth Form College, I would like to provide them with the opportunity to carry out work experience during the last two weeks of the Summer Term, commencing 10<sup>th</sup> July 2017. The work students undertake during this week should help them to gain experience in a particular field that relates to the University course or career path they want to pursue, as well as to help develop skills that will put them above other university or job applicants. I also advise that this work must be voluntary and unpaid; it is not acceptable to students to work for their part time employers for these weeks.

Students are responsible for arranging their own work experience and must attend for the full two week period. Remember to take into consideration travel arrangements.

Please complete and return the form attached by Monday 24<sup>th</sup> April 2017 with contact details for the employer including a contact name to enable the school to carry out a Health and Safety check prior to the start of the placement. We start the work experience process early to give students a better chance of finding the best placement that will benefit them and to ensure work experience is arranged and confirmed before the start of exams.

This is a great opportunity for Sixth Form students in such a difficult economic climate and I believe they will gain considerably for this experience.

Yours faithfully

Miss E Randall  
Work Experience Co-ordinator