



**BIDDULPH
HIGH
SCHOOL**



Potteries Educational Trust Head Office
City of Stoke on Trent Sixth Form College
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Mr S P Ascroft BSc (Hons) MA NPQH

February 2020

FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

Re: Work Experience Week Commencing 7 December until 11 December 2020

All Year 10 students will be taking part in Work Experience for one week between 7 December and 11 December 2020. Although December is months away, seeking and securing a placement early means you can have a greater chance of finding a work place of your choice.

Please find enclosed a copy of the Company Information Questionnaire. It is essential that this is completed and signed by the employer and returned to school via email or post by Friday 25 September 2020. Please also find enclosed a copy of our support guide. This shows in more detail the process of organising the placement. This is also available on the school website. It is your child's responsibility to ensure all necessary paperwork is returned to school by Monday 22 June 2020.

We will need to provide the employer with your emergency contact telephone number. Please complete the information on the reply slip below and return to school as soon as possible.

Please do not hesitate to contact me should you require any further information.

Yours sincerely

Ms K Goodwin
Enterprise and Employability Leader

Encs.

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Biddulph High School Work Experience 7 December until 11 December 2020 Parental Permission Slip

Student's Name:

Tutor Group:

I confirm that I have parental responsibility

Signed:

Date:

Please Print Name:

Emergency Contact Telephone Number:

Health and well-being:

Please advise in the box below any medical, educational or social conditions/issues that may affect a work experience placement e.g. allergies, asthma, epilepsy, diabetes, dyslexia, dietary needs.

