

**The Marches School**  
part of the Marches Academy Trust  
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**Associate Headteacher:** Alison Pearson BSc, MA, NPQH

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**Reference:** AW/EW19

Dear Parent/Carer,

**Professional Development Week Monday 17<sup>th</sup> June – Friday 21st June 2019**

As part of the Year 12 curriculum, students participate in an Enrichment Programme: a vitally important part of this programme is Careers Education, Information, Advice and Guidance (CEIAG). We are facilitating a Professional Development Week from Monday 17<sup>th</sup> June – Friday 21st June 2019 to enable students to develop key employability skills and give them an invaluable insight into the world of work and potential future career pathways.

Students have been encouraged to research, find and confirm their own placements with a relevant employer before Christmas, then pass on the company contact name, address, email and telephone number to their tutor. All placements will then be approved by Shropshire Education Business Links (EBL) regarding Employers Public Liability Insurance as well as identifying any Health and Safety issues.

Well over half of graduate employers who took part in a recent survey said “Graduates who have no previous work experience are unlikely to be successful during the selection process and have little or no chance of receiving a job offer”.

Please can you complete the parental consent form and details of any medical condition which might influence your child’s choice of work. You may want to consider personal accident insurance to cover them for accidents for which no-one can be shown or held negligent during Work Experience.

Yours faithfully,

*C Boyes*

**Mrs Boyes**  
Head of Sixth Form, Assistant Headteacher  
Tel: 01691 664 476

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**Please return to:** Mrs Wyatt, The Marches Sixth Form.

Name of Student: ..... Tutor Group: .....

I/We give permission for my son/daughter to take part in the Work Experience placement.

Signature of Parent / Carer .....

Has your son/daughter a medical condition which should be taken into account when choosing a work experience placement? YES/NO.

If YES please give details.....

