



## St. Katherine's School

A High Performing Specialist School & Science College

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Headteacher: Christopher Sammons

Dear Employer

### Re: Work Experience Monday 11 – Friday 15 July 2016

Thank you for showing an interest in providing Work Experience for a student from St. Katherine's School. Such experience is regarded as an important contribution to students' education and your co-operation is particularly appreciated. We recognise the additional work and responsibility involved. Students choose their own placement and make first contact with employers so that:

- Employers receive interested and well-motivated students
- Students and parents are satisfied with the type of placement
- Initiative is encouraged and useful experience gained
- The process of applying for Work Experience mirrors that of applying for a job.

Please discuss details of the placement with the student and then complete the Employer's Details on the Work Experience Agreement Form. The Work Experience Agreement Form is a health and safety registration form and if you have not offered Work Experience before, it will be necessary for a health and safety officer from a company called Education Business Partnership South West (acting on behalf of the school) to visit you. If this is necessary, they will be in contact by telephone to arrange a convenient appointment with you. Once you have completed the form please return it either to the student or the school at your earliest convenience.

Before the placement commences the student is fully briefed and given a Work Experience Log Book to complete during the placement. This includes a section for your assessment of the student and we would ask you to complete and return it to them at the end of the placement. We aim to try and ensure that staff from the school visit all students whilst they are in their placements, to ensure everything is running smoothly and to see how the student is progressing. If a student is at an employer outside of the local area, we will telephone that employer instead of making a personal visit.

Many thanks for your help and support. If you have any queries please do not hesitate to contact me at the school.

Yours sincerely

S H Pearce

**Mrs Sandra Pearce**  
**Work Related Learning Administrator**

