



Dear Parent / Carer

As you may be aware our Year 11 Students are given the opportunity to take part in Work Experience. I am sure that you will agree that Work Experience is productive and worthwhile for all students as it offers a hands-on experience of the world outside of school.

On this point I appeal to you that if the company / organisation that you work for is able to help out by offering Work Experience placements for our students for the week 21<sup>st</sup> – 25<sup>th</sup> November you could contact me on [workexperience@wgswitney.org.uk](mailto:workexperience@wgswitney.org.uk) or alternatively complete and return the attached form.

Our students will be looking to select suitable placements from May, so a response by the 10<sup>th</sup> June would be gratefully appreciated.

Thanking you in anticipation.

Yours Faithfully

Mrs K King  
Careers Co-ordinator