



Beaumont School

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27 September 2018

Dear Parent/Carer

Year 10 Work Experience: Parent Information Evening and Consent Forms

As mentioned at the recent Welcome to Year 10 Evening, you will be aware, all Year 10 students will be undertaking a week of work experience during the week commencing Monday 1 July 2019. A Parent Information Evening will be held on Tuesday 4 December 2018 at 7.00pm in the Hall, to which we hope you will come.

Please complete the two attached forms and return them to school by Friday 26 October. Please try to meet this deadline as we waste a lot of time each year chasing consent forms which can delay the allocation of placements. Thank you.

- The first form, headed **Emergency Contact/Medical Details**, ensures that the contact and medical details we hold for you are up to date, and that we have your consent to pass relevant information to the employer and if necessary to YC Hertfordshire whose work experience programme we use.
- The second form, headed **Information and Consent for Employer**, will be copied to your child's 'employer' prior to the week your child will spend with them so that if your child is unwell or encounters a problem whilst on the placement, their employer has immediate access to relevant information. It will also alert them if your child has a particular medical, learning need or other condition which means that it is necessary to re-visit their risk assessments so they can ensure your child's safety and well-being whilst on the placement. You should therefore include all relevant information on this form as it may be the only written information that will be passed to your child's employer. If any of this information changes prior to the work experience week, please let the school know. **NB this second form is two pages; please ensure you complete both pages.**

If you have any queries please contact me or Mrs Rider on the above number. You can find further information on the school website <http://www.beaumontschool.com> on the 'work experience' page under the 'Students' tab. Copies of all letters, forms, and an 'Essential Guide to Work Experience' will be downloadable from this page at a later stage. A hard copy of the Essential Guide will also be made available to each student on or before 4 December.

Further information and an outline of the work experience process will be given at the Parent Information Evening on Tuesday 4 December at 7.00pm in the Hall and we look forward to seeing you there.

Yours faithfully

Mr C Cross
Assistant Headteacher

