



Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

28th April 2023

Dear Parent/Carer

I am writing to inform you that all Year 12 students will be undertaking work experience for one week from **Monday 10th July 2023 – Friday 14th July 2023**.

The work experience programme is an important part of your son's/daughter's academic year and will:

- Enable students to develop their knowledge and understanding of the world of work.
- Provide students with an opportunity to gain an insight into a possible career path.
- Facilitate the development of each student's personal, social and vocational skills.
- Enhance the student's understanding of the relevance of school experiences and the curriculum

Students have the opportunity to arrange their own placement in an industry/field of interest. In this case permission will only be granted if the chosen organisation conforms to the Health and Safety regulations. It is advised that you speak to your son/daughter on this matter to help them with their decision. All students will be given a Work Experience Placement Form along with a Parental Consent Form and both forms need to be completed and returned.

Whilst on work experience the students will be monitored by their work supervisors and all students will be visited at least once by a member of staff to monitor their progress. In addition, all students will keep a daily log book to record their experiences.

Before students can complete their work experience I require parental consent. It is essential therefore that you complete the reply slip attached and return it to your son's/daughter's form tutor by **Monday 22nd May 2023**.

If you would like to discuss any of the above in further detail, particularly self-arranged placements, please do not hesitate in contacting me on the school office number.

Yours sincerely

Dr P Bhullar
Assistant Principal

X-----

Parental Consent Form

Student Name: Form:

- ☐ I authorise my son/daughter to take part in the Year 12 Work Experience.
☐ I do **not** authorise my son/daughter to take part in the Year 12 Work Experience.

Parent Signature: Print Name:..... Date:

To be returned to the Form Tutor by Monday 22nd May 2023