



25th March 2019

Dear Parent/Guardian

S4 Work Experience Week: 16th – 20th September 2019

I know you are fully aware of the value of vocational preparation and the important part it plays in the curriculum of the school.

Between the dates of **16th – 20th September 2019**, all S4 students are expected to participate in a work experience placement which can be organised in school through the **Gateway** database – **Work It** - <https://www.workit.info/> The website can be accessed on your child's mini iPad and each student has been given a note of their individual login. This will allow them to search placements on the database.

Students may wish to organise their own placement, called **Self-Found Placements**. There are strict health and safety guidelines which are attached to all work placements, so we must ensure that all work placements are in the low risk category. To access a self-found placement, the students will take a self-found form with letters of understanding to the employer of their choice who will complete it. The self-found form must be returned to school as soon as possible so that it can be forwarded to **Gateway** for the health and safety checks to be carried. The deadline for submission of self-found forms to the school is **Tuesday 28th May 2019**. This will allow the month of June and the summer holiday period for **Gateway** to carry out and complete the health and safety checks.

All students will need to hand in the generic whole school EE2 form in August which is part of the mailing to parents/carers.

Thank you for your co-operation and please do not hesitate to contact the school if you have any queries.



Yours sincerely

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