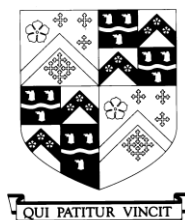


# THE LATYMER SCHOOL

Founded 1624



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## HEADTEACHER

Mark E Garbett MA M.Ed NPQH

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23 January 2012

Dear Parent

## WORK EXPERIENCE 2012

Thank you for returning the form indicating you will be organising your own work experience placement for                    on completion of their GCSE exams.

I enclose a form to be completed by yourselves and the prospective employer, asking for health and safety and insurance details. Please be aware that before the school can sanction a placement we must be satisfied the employer has Employer's Liability insurance in place.

Please arrange for this form to be completed and returned to me in the school office by Wednesday 28<sup>th</sup> March 2012.

A member of the teaching staff will visit «Forename» while on placement and a report placed on «Forename»'s progress file. However, this will only happen if you have returned this completed form.

If you have any queries, please contact either myself or Mrs Piccirillo (teacher in charge of Work Experience) via the school office or email: [cony@latymer.co.uk](mailto:cony@latymer.co.uk).

Yours sincerely

Mrs Y Conway  
Acting Work Experience Administrator

Encs