



January 2020

CBU/NCH

Dear Employer

Year 10 Work Experience - Monday 29 June to Friday 3 July 2020

The student who has given you this letter attends Tupton Hall School and is looking to organise a work experience placement with you.

The work experience programme is a very important element of the careers education programme in Year 10. We feel that, as part of that experience, students should investigate and find the placement themselves, as they would when looking for employment. However, if you would like to contact the school to check anything, please contact the Head of House who will be able to offer more detailed advice and guidance.

Many employers will know that the school has to carry out a health and safety check of premises used for placements and, in some cases, this has been done already. One really important factor is that the employer is required to have or be willing to obtain Employers' Liability Insurance. However, if you would like to know more about the process, again please contact the school directly and we will be happy to advise.

Please accept our thanks for all your support in making the work experience programme a success. It is amazing to see how the real world of work can often transform a student's attitude to study and career planning and that only happens because of the time and effort put in by employers like yourself.

Once again, thank you very much for your time and support.

Yours faithfully

Mrs C Burton
Assistant Headteacher