



Headteacher: **Mr J Grant**

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April 2015

Dear Parent/Carer

Work Experience - Chailey Heritage: Monday 15th - Friday 19th June 2015

We are delighted to inform you your daughter has expressed an interest in completing a one week work experience placement at Chailey Heritage as part of her Btec Health and Social Care course. The placements are now confirmed.

Placement information

Chailey Heritage is a day and residential school for the severely mentally and physically disabled; it is a leading institution in its field and judged by Ofsted as Outstanding. We have forged strong links with the school in the past few years and last year gave a substantial donation to the school from our charity fundraising, as a result of the health and social care visits to the school.

The week of work experience will be invaluable 'hands on' experience and will complement the academic studies of the girls. Students will be assisting in classes. This could be cooking, DIY, gardening, painting, pottery, handicrafts or music. Students will have to keep a log book – this log book is structured and will be of direct assistance to the coursework we will be completing on our course in September 2015.

The work experience will not only have benefits for coursework, it will also have wider benefits. Students will receive a certificate of attendance at the end of the week. Those hoping to follow a health or social care career or a career in education will find this a useful enhancement to future applications.

Dates and times

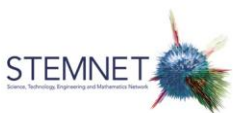
We are mindful of the pressure of work on the girls, so we have chosen a week shortly after the year 12 exams. This is a time when students have the opportunity for some extension work and wider experiences. Students will be expected to attend as follows:

Dates: Monday 15th – Friday 19th June 2015

Times: 9.30am – 3.30pm

Transport

We are pleased to inform you we can provide transport to Chailey Heritage every morning via school minibus. However, due to our teaching commitments, we are unable to provide transport home at the end of the day. We wonder if it may be possible for parents/carers to club together and work out a rota for transport home for the five days. Please could you indicate on the reply slip if it is possible for you to help us with this and if so, how many days you could help and if you would be prepared to transport other students back to East Grinstead.



We would be grateful if you could return the attached consent form – this will then represent a definite commitment to take part in the week. Shortly I will send out further details and forms you will need to sign.

Should you have any further queries, please do not hesitate to contact me.

Yours sincerely

Mrs H Valentine
Deputy Head of Sixth Form/Head of Health and Social Care

To: Mrs H Valentine

Work Experience: Chailey Heritage: Monday 15th - Friday 19th June 2015

I give permission for my daughter (name) to participate in the work experience at Chailey Heritage.

I am able/unable to provide transport from Chailey Heritage to East Grinstead (please delete as appropriate)

I am able to provide transport for my daughter from Chailey Heritage to East Grinstead on the following days (please tick):

- Monday 15th June
- Tuesday 16th June
- Wednesday 17th June
- Thursday 18th June
- Friday 19th June

I am able/unable to provide transport from Chailey Heritage to East Grinstead for other students (please delete as appropriate)

Signed Parent/Carer Date

