



Castle Donington College

Principal: Mrs Julie Sheppard

Vice Principal: Mr Nathan Barratt

Assistant Principal: Mr Ben Wilkinson

5th September 2019

Dear Parents/Carers,

Year 10 Work Experience – Monday 29th June to Friday 3rd July 2020

The expectation is that all our Year 10 students will complete a work experience placement this year from Monday 29th June to Friday 3rd July 2020.

This is invaluable for our students both as part of the Careers programme and their growing understanding of the workplace. Work experience aims to provide young people with an opportunity to expand their awareness of the world of work, economic understanding, identify employability skills and be able to relate their studies to work and training.

Research shows that work experience placements are far more successful where the student, and often their family, are involved in finding and securing a position in a place of their choice following their interests and ambitions. We therefore request your help in sourcing a suitable placement for your son or daughter; support will, of course, be given to those who require it in College.

Attached is a work experience application form which needs to be completed both by the employer and yourselves. It is necessary for the company chosen to have adequate insurance and have a risk assessment in place.

Would you please complete and return the attached form to reception by Friday 25th October 2019.

If you have any queries regarding work experience please do not hesitate to contact me at College.

Yours faithfully,

David Purkiss
Head of Year 10