



**St Cuthbert's
Catholic High School**
Live life in all its fullness

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29 November 2021

Dear Parent/Carer

Year 9 Work Experience

During Year 8, every student will complete a work placement within St. Cuthbert's. Due to students missing this last year, we are facilitating it for Year 9 too, this year. As part of this process they will have an induction by the member of staff in charge of their area to go through what is expected of them and the Health & Safety procedures involved. Each student will receive information on what their roles and responsibilities will be, the qualities required and the relevant dress code.

Your child has opted to gain experience in one of the following areas:

1. **Main Office** (receptionist and admin duties)
2. **Reprographics** (photocopying and admin duties)
3. **Caretakers** (caretaking duties)
4. **Canteen/Dining Room** (hospitality duties)
5. **Café** (hospitality duties)
6. **Art Prep Room** (art technician and admin duties)
7. **Male PE Department** (PE technician and admin duties)
8. **Female PE Department** (PE technician and admin duties)
9. **Design Prep Room** (design technician and admin duties)

They will carry out one full day work placement in their assigned area. Please ensure they are fully prepared for their placement prior to it happening. The date for this placement has been issued to the student. All placements will take place across the following 3 weeks:

Week commencing - 13th December 2021
Week commencing - 21st March 2022
Week commencing - 11th July 2022

Following their placement, they will be expected to complete a brief survey of their experience to provide us with any feedback. If you wish to make any comments following your child's work placement, please feel free to contact the school via email.

Any further information, please do not hesitate to contact me.

Yours faithfully

Miss N Ward
Personal Development and CEIAG Lead

