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**Head Teacher**

Karen Jarvis

Dear Parent/Carer

The policy around Work Placement has changed over the past few years. There are now two options for pupils/parents to consider (please see below). Students will make use of WorkIt ([www.workit.info](http://www.workit.info)) prior to, and after their placement. Log-in details will be issued to students, along with further instructions, once the attached form has been received.

**Option 1** A one-week ‘taster’ experience set for week beginning **23rd September 2019**. This option is open to all S4 – 6 students, but possibly best suited to S4. Placements can be chosen from a database provided, or can be sourced independently. Such ‘self-found’ placements require appropriate paperwork and risk assessment checks to be completed in order that the placement can be authorised. Database choices or ‘self-found’ paperwork would need to be submitted before the end of June to be considered.

**Option 2** A vocational placement on an extended or more flexible basis. This can take place at any point in the session, and for any duration (other than extended full-time), and probably best suits a student in S4-6 who intends leaving school at the end of session 2019/20. Placements would require to be sourced independently and would require the appropriate paperwork and risk assessment checks to be completed in order that the placement can be authorised.

Please complete the attached form and return to me as soon as possible and certainly by **Friday 7th June**. If I do not receive a form from you, I will assume that your son/daughter will not be seeking a work placement for session 2019/20.

With kind regards

Stuart Forrester

Work Placement Co-ordinator

   **westlothian**.gov.uk

**Work Placement 2019/20**

(to be returned to Mr Forrester no later than **Friday 7th June**)

**Pupil’s Name:**

**Class:**

Please tick **one** of the following options:

**Option 1 Option 2**

If you chose Option 2, please answer the following:

* For how long and at what point in the school year would you hope that your son/daughter would be on work placement for?

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* What line of work would you hope the placement would be in?

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Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_