



Tupton Hall School

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Headteacher: Mr A J Knowles

ARO/NC

November 2022

Dear Employer

**Year 10 Work Experience – W/c Monday 12 June 2023**

The student who has given you this letter attends Tupton Hall School and is looking to organise a one week 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 a placement themselves, as they would when looking for employment. However, if you would like to check anything, please contact Nicola Chapman, Careers Administrative Assistant or myself and we will be able to offer more guidance.

Many employers will know that schools have 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 your consideration and potential 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.

Yours faithfully

Mrs A Robb  
Careers Lead