

Education Department

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Our Ref: SO/LR

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Dear Parent/Carer

S4 Work Experience 7 – 11 October 2019

Your child is about to embark on the process of preparing for their pending S4 Work Experience placement next session. Mearns Castle High School has been allocated the time noted above and we aim to ensure all pupils are allocated a placement for this given week.

The **Parental Consent** form for Work Experience has been attached. Please ensure this is completed and returned no later than **Friday 3 May 2019**. All parental consent forms should be placed in the blue boxes or handed into the school office.

As the majority of our pupils arrange their own Work Experience posts, we have also attached a Proposed Placement Form that can be completed by any company or employer, who may offer your child a suitable placement. These forms can be handed in, posted or emailed to the company. Placements can be found through family contacts, checking online or local knowledge of businesses: followed by a letter, telephone call or personal request to the employer. It is important that a completed copy of this form is returned to the school as soon as possible. The deadline for proposed placements is **Friday 7 June 2019**.

I realise some pupils may not be able to arrange placements until August. Although it will still be possible to process proposed placements at that time, I would ask for your assistance in returning these forms before or during the summer holiday where possible. This is to allow Work Experience Services to carry out the essential health and safety checks. **In the event that the self-found placement fails the health and safety check, or the form is not returned by the set deadline, but you still wish to proceed with this placement, then your child's attendance will be recorded as an unauthorised attendance from school.**

For those pupils who are unable to secure their own placement, the school has a database with a small variety of opportunities that have been sourced by Work Experience Services. Your child will be able to apply for these posts in early September. However, I have to stress that these posts are limited and as such should only be used as a last resort.

If your child uses public transport to travel to the work experience placement, they will be able to make a claim, for a maximum amount of £20, after the event, using the claim form which will be supplied later. Travel expenses will only be reimbursed if bus/train tickets are attached to the claim form.

Work Experience is a very valuable week for S4 pupils and we appreciate your support in helping your child to source suitable and worthwhile placements, meet deadlines and return paperwork.

If you have any questions please feel free to contact me at Mearns Castle High School.

Yours faithfully

Suzanne Oram
Principal Teacher of Pupil Support