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Date: 03 May 2016

Department of Education  
Williamwood High School  
Head Teacher: William Inglis MA (Hons)  
Eaglesham Road, Clarkston,  
East Renfrewshire  
G76 8RF

Dear Parent/Carer

It is our intention to place all of our S4 students (present S3) on work experience for **4 days** during the period **Tuesday 27 September to Friday 30 September 2016**.

The work experience programme has a number of aims. It is hoped that it will demonstrate the relevance of school to the world of work. Students should develop a range of personal and social skills that will enable them to cope when faced with new faces and unfamiliar places. They should also develop ways of thinking, feeling and behaving appropriate to an adult working environment and so gain an appreciation of the personal qualities valued by employers. A further aim is to prepare students for the transition from school to adult life.

Many students will wish a placement in an area of work related to their future career intentions. It is not essential to the aims of the scheme that this should be the case but we do make every effort to place students in areas where they have specific career interest. In order to do this we need access to a very wide variety of placements. If you have any personal contacts who would be willing to offer one or more students a placement we would appreciate your support. I hope as many students as possible will be able to find placements for themselves using the **Self Found Placements form**.

The **“Work Experience: Self Found Placements details”** (attached) must be returned to Mrs McKirdy **after it has been completed by the proposed employer**. This will allow health & safety checks to be carried out if required.

The latest return date of the **“Work Experience: Self Found Placements details”** is **Friday 10 June 2016**.

I have also attached a **“Letter of Understanding”** which should be passed to employers of self-found placements.

**If any student wishes to attend a placement at Busby, Carolside or Netherlee Primary school, they should give their name to Mr Hannah. I would stress that students or their parents should not contact the primary schools directly.** Pupils should use the **Self Found Placements form** for placements in other primary schools.

Please note that if a pupil has arranged or is arranging a placement with the NHS they must complete an **NHS Application Form**, along with the **Self Found Placements form**. Copies of the **NHS Application Form** can be obtained from Mrs McKirdy. **Both forms** must be returned to Mrs McKirdy who will forward them to the NHS by **Friday 10 June 2016**.

If you require any further information, please contact me at the school.

Yours faithfully

Mrs McKirdy  
Principal Teacher of Pupil Support



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