

Our Ref: CS/MB
Your Ref:
Contact: Mr Spencer
Tel: 01236 632161
Email: school_office@airdrie.n-lanark.sch.uk
Date: 04/09/18



Education, Youth & Communities

Martin Anderson MSc, Head Teacher
Airdrie Academy
South Commonhead Avenue
Airdrie
ML6 6NX

Dear Parent/Carer

Work Experience Programme 2018 - 2019

Work experience is a valuable part of your child's education and assists with their personal and social development. Further, it enhances positive destinations into employment, training, volunteering and further and higher education.

Airdrie Academy operates a flexible approach to work experience for senior phase pupils in S4-S6.

S4 pupils are permitted to do their work experience at the following times:

- **Week beginning: 10th December 2018**
- **Week beginning: 17th December 2018**
- **Week beginning: 3rd June 2019**
- **Week beginning: 10th June 2019**
- **Week beginning: 17th June 2019**

Pupils are responsible for sourcing their own placement and will receive guidance on this through Wellbeing (PSHE) activities.

Pupils will be issued with work experience forms that must be completed by the organisation that your child is attending. The employer must have **Liability Insurance** and meet required Health and Safety standards before the placement will be approved by North Lanarkshire Council. Pupils are required to submit the paperwork **4 weeks in advance** of the placement commencing.

Pupils approved for a work experience placement are expected to plan their time out of school and request school work to complete during their placement. It is the responsibility of pupils to ensure that they complete any coursework missed during their placement on their return to school.

If you require further information on work experience placements and procedures then please contact me.

Yours faithfully

Craig Spencer
PT Pupil Support
Work Experience Co-ordinator

Education Youth and Communities

Isabelle Boyd CBE
Assistant Chief Executive
(Education, Youth and Communities)
Civic Centre
Windmillhill Street
Motherwell ML1 1AB
www.northlanarkshire.gov.uk

