

## **Re: Cancellation of Year 10 Work Experience**

Dear Parent/Guardian,

First of all, I hope that you are keeping safe and well during these challenging times.

I am writing to you today to provide an update with regards to our work experience provisions for this year. Unfortunately, due to the nature of these unusual circumstances, the difficult decision has been taken to cancel this year's work experience, in order to ensure we are protecting our students and the community, in line with current government recommendations.

As you are aware, our Year 10 students this year applied for placements that would give valuable experience in the work environment. It is with regret however that, due to the uncertain nature of when current restrictions will be lifted, we could not guarantee that the programme would have been able to go ahead. Therefore, it is in the best interests of pupils and local businesses that they are given adequate notice of the decision to cancel work experience this year.

Our Year 10 students have been contacted by email and provided with a template to inform their employment providers about the cancellation of the programme for this year (a copy of the template is enclosed with this letter). I would appreciate your continued support in this area and your encouragement in ensuring the letter is completed.

Please do not hesitate to get in touch with the work experience team if you have any further queries.

Yours faithfully

*I Cotterill*

**Isobel Cotterill**

**Year 10 Work Experience Team**