

WORK RELATED LEARNING TEAM

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To Whom It May Concern

At the beginning of the 2009-10 academic year, six schools in central Birmingham joined together to organise their Year 10 work experience programmes. The administration and delivery of this project will be overseen by the Work Related Learning Team, based at Golden Hillock School. It is hoped that by providing one point of contact for the schools, the project will make life less complicated for you, the employer.

This letter will have been handed or posted to you by a Year 10 pupil at one of the six schools involved in the project. The student has indicated which school they attend below and the dates of their work experience:

<input type="checkbox"/>	Waverley School	25 Jan 2010 – 5 Feb 2010
<input type="checkbox"/>	Saltley School	15 Mar 2010 – 26 Mar 2010
<input type="checkbox"/>	Bordesley Green Girls' School	22 Mar 2010 – 1 Apr 2010
<input type="checkbox"/>	Yardleys School	24 May 2010 – 28 May 2010
<input type="checkbox"/>	Golden Hillock School	28 June 2010 – 09 July 2010
<input type="checkbox"/>	Small Heath School	12 July 2010 – 16 July 2010

If you are able to accommodate the pupil for their work experience placement please complete the 'Own Placement Form' and return it to them. We will then contact you by telephone, and in writing, with further information and relevant paperwork.

In the meantime, should you require any more detail, please do not hesitate to contact me or my Assistant, Rachel Gough, on the number above.

Yours faithfully



Mr Andy Marshall
Work Related Learning Team Manager



Delivering the work experience curriculum as part of the Central Birmingham Collegiate of School