

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 the project is 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	24 Jan 2011 – 4 Feb 2011
<input type="checkbox"/>	Saltley School	14 Mar 2011 – 25 Mar 2011
<input type="checkbox"/>	Bordesley Green Girls' School	28 Mar 2011 – 8 Apr 2011
<input type="checkbox"/>	Golden Hillock School	27 June 2011 – 08 July 2011
<input type="checkbox"/>	Small Heath School	11 July 2011 – 15 July 2011
<input type="checkbox"/>	Yardleys School	03 Oct 2011 – 14 Oct 2011

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.

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