

# ST. BENEDICT'S CATHOLIC HIGH SCHOOL

*incorporating*

## WEST CUMBRIA CATHOLIC SIXTH FORM CENTRE

ST. BENEDICT'S CATHOLIC HIGH SCHOOL  
RED LONNING  
WHITEHAVEN  
CA28 8UG



Telephone: (01946) 692275

Fax: (01946) 692002

E-mail: [admin@st-benedicts.cumbria.sch.uk](mailto:admin@st-benedicts.cumbria.sch.uk)

Web: [www.st-benedicts.cumbria.sch.uk](http://www.st-benedicts.cumbria.sch.uk)

Headteacher:  
Mr I P SMITH

Monday 1<sup>st</sup> October 2018

Dear Parent/Carer

As you are aware St Benedict's School has established an annual 'activities week' to enhance the learning for our students. The week includes foreign and local trips to places of interest, organised activities off-site, and a comprehensive programme of in-school activities for every year group. In addition, there is an opportunity for students in Year 10 and Year 12 to participate in work experience. This is a valuable opportunity for our students to gain experience in a work place of their choice, and in a career or industry which they may decide to pursue after their time at our school.

Activities Week is planned for week beginning Monday 8<sup>th</sup> July 2019. If your son/daughter is NOT participating in a foreign visit and would like to undertake some work experience, then please complete the form attached and return it to the Administration Centre by **Monday 17<sup>th</sup> December 2018**.

If your son/daughter would like to do work experience then he/she must arrange a placement and have the form attached signed by the provider. This will allow the school to organise the appropriate checks and risk assessments in time for the placement. Unfortunately the school is unable to assist with the initial organisation of placements. However, once your form is returned, we will be able to support the placement in terms of health and safety documentation. Unfortunately forms returned after the deadline will not be accepted as there is a significant amount of work to be completed to ensure the correct documentation is in place prior to the placement.

I hope, if your son/daughter chooses work experience, that they have a thoroughly valuable and enjoyable time.

Yours faithfully

Mr S Bridgman  
Acting Headteacher



---

I understand that St Benedict's School is able to support a work experience placement for my son/daughter  
(Name) \_\_\_\_\_ (Tutor Group) \_\_\_\_\_ for the  
week beginning 8<sup>th</sup> July 2019.

I have arranged a placement at:

Employer - Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer - Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer - Contact number: \_\_\_\_\_

Employer - Contact email: \_\_\_\_\_

Employer - Signature: \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Student)**

**Signed:** \_\_\_\_\_ **(Parent/Carer)**

