

March 2014

Dear Parent/Carer,

Re: Planning for Work Experience

I would like to take this opportunity to introduce myself. My name is Almas Motiwala and I hold the post of Careers Co-ordinator at Harrow High School.

Year 10 learners are currently working hard towards their GRADUATION in 2014. A one week work experience placement programme forms an important part of this academic success. The placement will help them develop wider qualities and achievement such as attendance, punctuality, appearance, behaviour and organisation skills.

To graduate all learners must attend a placement. Please note that requests for holidays will not be approved and if taken, will be on the learner's record as unauthorised. Any learner who does not attend a placement during this time is automatically precluded from Graduation and will not be invited to our Graduation assembly in 2015.

Harrow High School launches its programme from 23rd June until 27th June 2014, when it is anticipated that approximately 180 learners will be sent out on placements. We would be delighted if you would help us by finding placements through family and friends or work contacts, for either your own son/daughter or any of our learners in Year 10. This will assist the school succeeding as many placements as we can to help conclude our work experience scheme.

If you are interested in being part of our programme, I would be very grateful if you could contact me at the address above, by email: amotiwala.310@hhsweb.org. I look forward to hearing from you and to arranging a convenient date and time to discuss further details with you regarding how many placements you can offer and risk assessment formalities. We hope then to be in a position to then link your valuable offer/s to our learners.

I enclose a leaflet which may help answer some of your queries if you still have concerns please do not hesitate to contact me should you require further information.

Yours sincerely,

A. Motiwala

Almas Motiwala

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