



30th September 2024

Dear Parent/Carer

Re: Year 10 Work Experience - Friday 11th July 2025 – Thursday 17th July 2025 inclusive

Further to our information evening, the deadline for self-placement (paper) forms to be handed in is **Friday 20th December**. Children should ensure their form is filled in correctly and handed to me directly.

Below is the placement agreement information. Please could you read through this carefully with your child and complete the form by following [this link](#).

WORK EXPERIENCE PLACEMENT AGREEMENT

The Client (Student) and the Client's Undertaking

School: **St James' Catholic High School**

I agree to undertake this work experience placement. I agree to keep confidential any information I gain about the Provider's lawful activities and not to disclose it to anyone without the Provider's permission. I agree to observe all safety, security and all other reasonable and lawful conditions made known to me by the Provider, the Provider's representative(s), displayed instructions or other written or verbal notices.

The Parent's / Carer's Undertaking

I am a parent or carer of the young person ("The Client"). I have read and understood this information and agree to "The Client" undertaking this placement. I undertake that he/she will observe all lawful conditions applying to the placement.

In the interests of 'The Client' I confirm that:

- I will declare any medical condition which could result in an unnecessary risk to his/her safety or to the health or safety of another person. (Should you be in any doubt please consult the school).
- I agree to inform school and the placement, each day, if "The Client" is unable to attend the placement for any reason.
- I give my son/daughter permission to leave the employer's premises at lunchtime.

The Agency and the Agency's Undertaking

Mploy Solutions Ltd
Unit 9 Dalby Court
Gadbrook Park
Northwich
CW9 7TN
Phone: 01606 42823
www.mplysolutions.com



ST JAMES'

CATHOLIC HIGH SCHOOL

As the agency responsible for co-ordinating this placement on behalf of the Client, the Provider and the School or College we undertake to liaise between the parties and to do everything we can to ensure that:

- (1) the arrangements, paperwork and details of the placement are correct;
- (2) that the placement provides the intended benefit to the client, the Provider and the School or College.

If you have any questions please do not hesitate to contact my via email.

Yours faithfully

Mrs Dominique Rarity
Director of Creative Technology and Personal Development

