



**ST JAMES'**  
CATHOLIC HIGH SCHOOL

12<sup>th</sup> September 2023

Dear Parent/Carer

**Re: Year 10 Work Experience**

I would like to invite you and your child to an important evening to help prepare for work experience. As you may be aware, your child will be completing a week's work experience during the last week of Year 10 (Friday 12<sup>th</sup> July 2024 – Thursday 18<sup>th</sup> July 2024 inclusive).

In order to help them prepare for their placement, the Faculty of Personal Development is holding an information evening at school on Thursday 21<sup>st</sup> September 2023 at 6.00pm. During the course of the evening, a representative from MPLOY Solutions, the organisation which coordinates the work experience, will be present to help explain the application process, organisation of self-placements and how you as parents/carers can help prepare your child so that they get the most from the week.

Attendance at this event is essential to help ensure your child gets the best out of their work experience, and you as parents/carers gain a better understanding how St James' runs the programme. It is also an opportunity for you to raise any questions you may have about your child's placement.

I look forward to welcoming you on this evening. Please do not hesitate to contact me if you have any additional questions or require further information at [d.rarity@stjamesheadle.co.uk](mailto:d.rarity@stjamesheadle.co.uk)

Yours faithfully,

*D.Rarity*

Mrs Dominique Rarity  
Director of Creative Technology and Personal Development