



GUILSBOROUGH SCHOOL Founded in 1958

A SPECIALIST TECHNOLOGY COLLEGE

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"Striving for Excellence"

26 June, 2006

Dear Parent/Carer

Regarding arrangements for Y12 workshadowing placements that cannot be supported by Connexions

It is official school policy that only workshadowing placements for which insurance and health and safety checks are to be undertaken by Connexions, (the Northamptonshire Careers Service), can be sanctioned by the School.

Some students wish to undertake placements that are some distance from Northamptonshire, and for which Connexions has no reciprocal arrangement. Others wish to undertake local placements in workplaces where official health and safety arrangements have not been undertaken. In such cases we would wish to point out that it is entirely the responsibility of parents to establish that adequate checks, insurances and safety procedures are in place. It is possible for students to be insured privately for independent placements through additions to personal insurance policies.

It is understandable that some students who have been able to arrange placements independently, under the circumstances outlined above, would wish to go ahead with placements. However, we would not wish parents to be under any impression that such placements are 'covered' by the school. We would request your acknowledgement of the fact that you are aware of the conditions under which such a placement is undertaken, and would ask you to sign and return the slip below to verify that this is the case.

Yours faithfully,

John Ditchburn,
Assistant Head of Sixth

I acknowledge that I am aware that any workshadowing placement that cannot be verified by Connexions does not necessarily have appropriate health and safety checks in place. I accept that it is my responsibility to verify insurance and health and safety arrangements for my son/daughter at the placement. I acknowledge that this is not a placement backed by the school.

Student _____

Signed _____ Name Printed _____ Date _____

