



# Willow Bank School

'Better Together'

Headteacher: Mr S. Deadman  
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Dear Parent/Guardian

## Work Experience 2022

During the autumn term 2022 your child will undertake a work experience placement for one week as part of their Yr11 education. Work experience week will be Monday 3<sup>rd</sup> October to Friday 7<sup>th</sup> October 2022. Each student will work with the school and LEBC (Leicestershire Education Business Company) to choose and apply for a placement.

The first step is for your child to review the work experience placements available using the [Student Guide to Work Experience](#). Once your child has made choices, they will complete a [Work Experience Application Form](#).

If you and your child would prefer to nominate a particular business or organisation, you will need to first approach that business or organisation and seek their consent in principle. If they agree, the business or organisation will need to complete a [Work Experience Self Placement Form](#). Please note that any application form will also need to be completed by a student and then signed by a parent/guardian. All forms need to be returned to Willow Bank School by Friday 1<sup>st</sup> April. LEBC will then process the forms. All guides and forms are available in school. You can also request forms via email: [gmartin@childrenshospitalschool.leicester.sch.uk](mailto:gmartin@childrenshospitalschool.leicester.sch.uk)

Please be aware that transport will be cancelled for work experience week and students are expected to make their own way to and from placements.

Thank you for your support and please do not hesitate to contact me if you have any queries.  
Yours faithfully

Mrs. G Martin  
(Work Experience Co-ordinator)

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✉ [WBadmin@childrenshospitalschool.leicester.sch.uk](mailto:WBadmin@childrenshospitalschool.leicester.sch.uk)

🌐 [www.childrenshospitalschool.leicester.sch.uk](http://www.childrenshospitalschool.leicester.sch.uk)

