

# CASTLE HIGH SCHOOL

## ◆ and Visual Arts College ◆

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07 July 2009

Mr Tony Blakemore  
 Lift & Engineering Services Limited  
 16 Portersfield Road  
 Cradley Heath  
 West Midlands B64 7BN



Dear Sir / Madam

I would like to take this opportunity to thank you for offering us places within your company for our 2009 Work Experience Programme. We are aware that work experience placements are time-consuming and occasionally, regrettably, unsatisfactory, therefore, we are very keen that placements are only used for students who will make the most of the opportunity offered to them. This year we had no students who we felt would be suitable to undertake a placement at your company, but would hope that you will be able to offer places to us again.

We are now planning for the summer of 2010 and should be grateful if you are able to offer placements for our students during week beginning 17<sup>th</sup> May (week 1) and/or 24<sup>th</sup> May (week 2). We will also be asking you to offer our students a pre-visit interview during the afternoon of Friday 26<sup>th</sup> March 2010.

At this stage we do not have any particular students in mind, but when we have some idea of the availability of placements, we will be asking the students for their preferences. We will aim to ensure that only students, who have indicated a wish for this type of placement, will be placed within your company for their one week work experience.

If you are able to reserve places, we would be grateful if you could complete the attached form and return to us (a stamped addressed envelope is enclosed for your convenience or may be returned by fax on 01384 816046 marked for the attention of Angela Taylor). We will then confirm receipt of your offer and send out relevant information in the New Year.

Should a Castle High student or their parent approach you independently or you have any queries please refer them back to Mrs Clarkson at the school.

Yours faithfully

S. Clarkson  
**Works Experience Co-ordinator**

