



**ST EDWARD'S  
OXFORD**

Mr. Edmund Hunt M.A.  
Head of Careers Education

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11<sup>th</sup> December 2009

Dear Fifth Form Parent,

**Work Experience Placement**  
**28 June – 2 July (or 7 July if extension possible) 2010**

I would be very grateful if you could complete and return the reply slip below by **31<sup>st</sup> January 2010** to indicate what placement you have arranged for your son or daughter. Once I have this information I can establish a contact with the employers, sending them your child's application form (completed at the end of the Autumn Term), together with details about the School's and DfES's expectations for work experience. I shall also gain confirmation that the employer fulfils the necessary health and safety criteria. If you would prefer to send an email containing the same information that would be much appreciated.

If at this stage you know that you are unable to arrange a placement for your child, please could you inform me as soon as possible so that I can draw upon the local connections I have built up, to ensure your child has a valuable and worthwhile experience. I look forward to hearing from you.

Yours faithfully

*Edmund Hunt*

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FORM 2

**Fifth Form Work Experience (28 June – 7 July 2009 (or dates within))**

Name of Pupil:

House:

Name of Employing Organisation:

Name of placement supervisor:

Position:

Company Address:

Telephone:

e-mail:

**Please return to Edmund Hunt, Head of Careers, St. Edward's School, Oxford OX2 7NN  
or preferably email the same information to address in letterhead.**