



George Mitchell School

Benita Simmons, Headteacher
Farmer Road Leyton London E10 5DN

Tel: (020) 8539 6198

e-mail: georgemitchell@georgemitchell.waltham.sch.uk

Attendance hotline Secondary: 020 8988 9682

Attendance hotline Primary: 020 8988 9687

Website address: www.georgemitchellschool.co.uk

21st September 2022

Dear Sir or Madam,

RE: Work experience placement

I am a Yr.10 student at George Mitchell School and I would like to be given the opportunity to do my Work Experience placement within your establishment. Please can you kindly consider me for a **one-week** placement? I am hardworking and will be a asset to your company.

My placement date is for **1 week commencing Monday 20th - Friday 24th March 2023**. Interviews if needed should be arranged outside school hours although in exceptional circumstances the school will authorise to leave for interviews if the employer insists.

The students have an own placement form, which has a section that employers **must fully complete** and given back to students to return to myself- **Ms Ainsworth** to comply with our safeguarding procedures.

The deadline to return any own placement forms to Ms Ainsworth is Friday 18th November 2022.

Please contact me with any queries:

Tel 0208 539 6198

email; Jackie.ainsworth@georgemitchellschool.co.uk

Regards

Ms Ainsworth Work Experience

Careers and Work Experience Co-ordinator

