



George Mitchell School

Benita Simmons, Executive Headteacher

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Attendance hotline Secondary: 020 8988 9682

Attendance hotline Primary: 020 8988 9687

Website address: www.georgemitchellschool.co.uk

September 2023

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 an asset to your company.

My placement date is for **1 week commencing Monday 18th - Friday 22nd March 2024**. 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 15th November 2023.

Please feel free to contact me with any queries:

Kind Regards

Ms Ainsworth

Careers and Work Experience

Tel 0208 539 6198

Email; Jackie.ainsworth@georgemitchellschool.co.uk

