



Pendle Community High School & College

Rated **Outstanding** in all areas- Ofsted 2017

✉ Oxford Road, Nelson
Lancashire BB9 8LF
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@ reception@pchs.lancs.sch.uk
🌐 www.pchs.lancs.sch.uk
Headteacher: Dr C Lingard (Mrs)
Deputy Headteacher: Miss J Bayliss
Asst. Headteacher: Miss D Grogan

11th September 2018

Dear Parent/ Carer

Your son/ daughter will be taking part in work experience at St. John's Church every Thursday from 13th September until 1st November.

During the placement students will be learning about hospitality, setting tables up for lunches, preparing food for lunch, serving the food and then cleaning away afterwards. They will have the opportunity to try out the activities in a simulated work environment whilst being supported if needed by college staff.

The work experience will be during the college day 9.00am to 2.30pm, so students travel to and from college as normal. Students buy lunch there for £2.50, if your son/ daughter requires Halal please can they bring in a packed lunch. They will need comfy shoes and suitable working clothes.

If you have any questions please contact myself or likewise if you would like a copy of the risk assessment.

Yours sincerely

A Scott

Mrs Andrea Scott
Lead for Vocational Education

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St. John's Church

Student Name: _____

I do/ do not give permission for my son/ daughter to attend work experience at St. John's Church from 13th September to 1st November.

I confirm that my son/ daughter medical details have not changed since completing the medical form in July/ September 2018.

Signed: _____

Date: _____

