



# Pendle Community High School & College

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

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

12<sup>th</sup> November 2018

Dear Parent/ Carer

Your son/ daughter will be taking part in work experience at The Ace Centre in Nelson every Thursday from 15<sup>th</sup> November until 20<sup>th</sup> December.

During the placement students will be learning about hospitality in a busy working kitchen. They will have the opportunity to try out the activities in a real work environment. The placement is an independent work placement and college staff will occasionally call in to check they are ok.

The placement starts at 11.00am and finishes at 3.00pm therefore your son/ daughter will need to come into college in the morning as normal and then they will get the bus into Nelson for 11.00am. After the placement students will need to make their own way home and will need to take their own lunch. They will need to wear comfortable sensible shoes (trainers will be fine) and clean loose clothing.

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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## The Ace Centre - ASC

**Student Name:** \_\_\_\_\_

I do/ do not give permission for my son/ daughter to attend work experience at The Ace Centre from 15<sup>th</sup> November to 20<sup>th</sup> December.

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

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

