



# Pendle Community High School & College

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

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Headteacher: Dr C Lingard (Mrs)  
Deputy Headteacher: Miss J Bayliss  
Deputy Headteacher: Miss D Grogan

29<sup>th</sup> January 2019

Dear Parent/ Carer

This term your son / daughter will be able to attend a work experience placement at St John’s Church in Nelson. At the Church they run an ‘Open Doors’ service where members of the Church cook a hot lunch for the local community.

This placement will take place every Thursday, and will be supported by a member of staff. They will leave college after registration and return back to college by half past two. Post 16 students take part in this work experience and have the opportunity to develop a variety of skills and gaining confidence to work independently. 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 work environment whilst being supported if needed by college staff.

The dates for this placement are: **Thursdays commencing 31<sup>st</sup> January 2019 until Thursday 14<sup>th</sup> March 2019**

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 if you would like a copy of the risk assessment.

Yours sincerely

*J Bayliss*

Jenny Bayliss  
Deputy Headteacher

**I give permission for my son/ daughter to attend work experience at St John’s Church**

..... (Signed)

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

..... (Signed)

