



# Pendle Community High School & College

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

Oxford Road, Nelson  
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Headteacher: Dr C Lingard (Mrs)  
Deputy Headteacher: Miss J Bayliss  
Deputy Headteacher: Miss D Grogan

15<sup>th</sup> October 2019

Dear Parent/ Carer

Your son/ daughter will be taking part in work experience at Molly Mae’s Flowers, 9 Albert Road, Colne, BB8 0RY. The placement will take place every Wednesday from 30<sup>th</sup> October until 4<sup>th</sup> December.

During the placement activities will include making tea and coffee, helping tidy the shop, serving customers, helping with flower arranging and wrapping orders. 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 call to check all is ok. They will make drop in visits over the course of the placement.

The placement starts at 9.00am and finishes at 3.30pm, as this is an independent placement your son/ daughter will need to make their own way to and from the shop. Students will need to bring a packed lunch and they will need to wear comfortable, sensible shoes and clean smart clothes. They must always contact the placement and college if they are unable to attend or are going to be late.

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

Yours sincerely,

*N Booth*

Miss Nicola Booth  
Teaching assistant

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## Molly Mae’s Flowers - NBO

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

I give permission for my son/ daughter to attend work experience at Molly Mae’s Flowers from 30<sup>th</sup> October - 4<sup>th</sup> December.

I confirm that my son/ daughter medical details have not changed since completing the medical form in July/ September 2019.

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

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

