



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

13th January 2020

Dear Parent/ Carer

This term your son 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 2.30pm. Post 16 students take part in this work experience and have the opportunity to develop a variety of skills and gain confidence to work independently. During the placement students will learn 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 16th January 2020 until 27th February 2020.**

The work experience will be during the college day from 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 a packed lunch. They will need comfortable 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

N. Booth

Nicola Booth
Teaching Assistant

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

Name: _____ **Class:** _____

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

Signed: _____ **Date:** _____

