

THE ROYAL MASONIC SCHOOL
YEAR 11 WORK EXPERIENCE CONTRACT
27th June- 1st July 2011

Girl's Name: _____ **Form:** _____
Parent/Guardian's Name _____

I have discussed with my daughter/ward her intentions towards Work Experience and it has been decided that she will choose to partake in the following option: -

I/we wish our daughter/ward to have a WEBVIEW Work Experience placement provided in Hertfordshire by Hertfordshire Careers Service. I/we accept that the choice may be limited and the fee will be £50.00 per girl. I/we are also aware of the potential travel arrangements to and from a Herts WEBVIEW Placement. Our daughter/ward will collect her log on details from Mrs Isherwood when contacted to do so and choose three placements, one of which will be booked.

I/we will find a placement for our daughter/ward and we will complete the Referral Request form. This will be completed by us and the company and returned to Mrs Isherwood **by 4pm 4th March 2011**. I/we accept that the fee will be £50.00 per girl. If this deadline is missed then HCS will charge a late fee of £80.00 to process the form or refuse to undertake the H&S checks altogether.

Please note. Once your daughter has accepted an HCS WEBVIEW placement or a Referral Request she is obliged to attend the whole week.

I/we have read and understood the charges involved with these options above.

I/we have chosen to withdraw our daughter/ward from Work Experience and a letter confirming this will be sent to Mrs Isherwood **no later than 3rd December 2010**.

Please be aware that this decision must be kept to as there is no opportunity for the girls to change their minds after 3rd December 2010.

Girl's signature _____

Parent's signature _____

Work Experience Co-ordinator's signature _____

Date _____