



Harrow Way Community School

Specialist School in Maths & Computing

Harrow Way Community School

Harrow Way
Andover
Hampshire SP10 3RH

Tel: 01264 364533

adminoffice@harrowway.hants.sch.uk

www.harrowway.hants.sch.uk

Headteacher: Mr M Serridge, MA

To whom it may concern

I would like to take this opportunity to thank you so much for agreeing to have one of our students on work experience for the week of 6th – 10th July 2020.

At Harrow Way we are committed to ensuring that, as part of their broad and balanced curriculum, students are well equipped with the knowledge and skills to be successful in the workplace. The opportunity to take part in a work experience is integral to this.

I would be grateful if you could fill in section C of the work experience placement form which gives us an indication of the type of work which students will be doing and consents to a health and safety check being carried out. This check is a statutory requirement for all school age students undertaking work experience. Once the student has returned the form, you will receive a call from Hampshire County Council who carry out the health and safety checks on our behalf. Assuming the outcome is satisfactory the placement will be confirmed.

I am very aware of the effort that employers have to put in to take a student on a work placement, and am most grateful.

If you have any questions please do not hesitate to contact me.

Yours sincerely

Mr J Mann
Assistant Headteacher | Work Experience Co-ordinator