

Our Ref: IPE/682/08

7 February 2010

Dear Parents

**Re: Careers and Work Experience**

We are in the process of updating a database of contacts that we can use to enhance our Careers guidance and Higher Education programmes. We would be grateful for your help. We would particularly welcome help in the following areas.

- Attendance at Careers/Higher Education events representing areas of expertise or careers (particularly our Careers Fair on the evening of 16<sup>th</sup> March 2010)
- Class talks representing areas of expertise or careers.
- Work Experience/Work Shadowing (for our Yr 10 and/or Post 16 students)

If you can help in any way, please return the attached slip.

Yours sincerely

**Mrs K Douglas**  
**Careers Advisor and Work Placement Coordinator**

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**To: Mrs K Douglas: Careers Advisor and Work Placement Coordinator**

Name of Daughter: \_\_\_\_\_ Form \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Career / Higher Education Expertise \_\_\_\_\_

I am willing to help in the following way:-

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Contact address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_