



Headteacher: **Mr J Grant**

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May 2015

Dear Parent/Carer

Year 9 HSC Btec Certificate: Nursery Placements

Your daughter has now completed several modules of work for this course and has produced some very pleasing work, as well as gained some invaluable theoretical knowledge. It is now important for students to put some of their theoretical knowledge into practice by visiting some outside placements.

As part of the course, I would like your daughter to spend either two mornings or one complete day in a nursery, pre-school or reception class of a primary school at any point in the week of **29th June–3rd July**. It is very difficult for us to place the whole group in such settings and we therefore are asking for your help. Many of the students have told me they have contacts of their own and can organise this themselves with your help. We would therefore ask you to assist us if you can.

Organising the placement

The steps you need to follow to organise this placement are set out below:

- contact the pre-school or nursery and ask if it is prepared to accept your daughter for two mornings or a day of work experience **in the week of 29th June 2015**
 - fill in the reply slip attached stating the establishment your daughter will be visiting.
- I will then contact the pre-school or nursery and confirm the placement.

Mrs Smeaton or I will aim to visit as many students as possible on their placement day. All students will have a structured worksheet and/or log book to fill out and will have a prepared, signed letter of attendance to be signed by the pre-school. This will be added to the student portfolio as part of the coursework.

I would be grateful if you could fill out all the details on this form and return it to Mrs Smeaton or Mrs Valentine as soon as possible.

In case of any problems, please do not hesitate to contact me at hvalentine@wsgfl.org.uk

Yours sincerely

Mrs H Valentine
Head of Health and Social Care



To: Mrs S Smeaton/Mrs H Valentine

Year 9 HSC Btec Certificate: Nursery Placements

I have arranged a placement for my daughter (name) at (please fill in the name and address of the establishment, including their telephone number):

on the following date(s): (please indicate whether this will be for two mornings or all day)

Signed Parent/Carer

