

**Insurance Indemnity  
- Work Experience Programme -**

Dear Parent / Guardian,

The insurance policy held by the school indemnifies the College automatically against their liability for the participation of students in the Work Experience Programme where the work is of a clerical, office or administrative nature.

If the work is likely to contain a manual element then prior approval is required from our insurers and this should be indicated on the form below. Work Experience should not commence until the Transition Year Coordinator has given clearance.

In the case of employers who provide opportunities for work experience for our students, they are normally indemnified by their own insurance policies. Our experience in the past has been that insurers make no additional charge for providing cover for such students. However, if an additional charge is levied, the College will reimburse the employer.

————— Detach and return to College —————

*(PLEASE USE CAPITAL LETTERS)*

**AUTHORISATION FOR WORK EXPERIENCE PLACEMENT**

I understand that \_\_\_\_\_ has been accepted by

\_\_\_\_\_ for a Work

Experience Placement for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ and

have no objection to this arrangement.

I confirm that the work undertaken does / does not contain a manual element.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/ Guardian

Please return to College marking for the attention of Mr D.Shaw, Work Experience Coordinator.