

Our Ref: JP/JAS

12<sup>th</sup> July 2023



Wednesfield Academy  
www.wednesfieldacademy.co.uk

Dear Parents/Carers

Thank you to all parents/carers who have applied the relevant documentation for your child's work experience day.

In order for us to be able to authorise the work experience placements you have organised for your child on Friday 14<sup>th</sup> July 2023, we must receive a copy of the Public Liability and Employers' Liability Insurance documents.

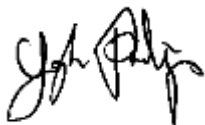
This can be a paper copy brought into school and handed to reception, or a copy emailed to [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk).

If this documentation is not received by Thursday 13<sup>th</sup> July 3pm, the placement will not be able to go ahead and your child will be expected to attend school as normal. This is because the health and safety of your child is paramount and the insurance documents.

If this is not in place but you are happy for the placement to go ahead, taking full responsibility as parents/carers then you must email [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk) by the end of school on Thursday 13<sup>th</sup> July 2023.

Thank you in advance for your support on this matter.

Yours sincerely



Mr Phillips  
Headteacher



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