Dear Parent/carer/guardian NAME

Further to your child’s request for an extended work placement with EMPLOYER NAME

In order for this placement to be considered the school require you to complete the form enclosed.

This confirms that you give your permission for the placement request and, once the placement has been health & safety checked, that you agree to your child attending the placement (as discussed with the school).

The form gathers information on your child, to ensure that all relevant information is collected; including any medical conditions/health vulnerability or learning disability which would require additional support/ further assessment of risk. The form also collects emergency contact information.

For information on how West Lothian Council collects, uses, stores and secures your/your child’s information, please view our Privacy Policy [https://www.westlothian.gov.uk/dataprotectionandprivacy](https://www.google.com/url?q=https://www.westlothian.gov.uk/dataprotectionandprivacy&sa=D&source=editors&ust=1628003860568000&usg=AFQjCNGSwuFZbcZIVHp0H1HSWFF64L9eGg)

Any pertinent information that you have provided on the form, *which may affect the placement* may be passed onto the placement provider and H&S officers who carry out the checks.

**Note that placements MUST NOT begin until all of the H&S checks have taken place and the placement has been reviewed and approved by West Lothian Council.**

When a placement is approved you will be notified by the school to confirm the start date and any other arrangements agreed.

If you have any queries regarding this placement, or the form submission, please do not hesitate to contact the school to discuss this further.

I look forward to receiving the form.

Kind regards,

School contact