



HUNTER RIVER HIGH SCHOOL

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31 March 2022

Dear Parent or Caregiver,

Port Stephens P-TECH Partners and Hunter River High School are holding a compulsory Work Placement Information Evening for all students and parents/caregivers for students completing Certificate I in Manufacturing & Engineering, as part of their P-TECH program. This session will be held on **Thursday 12 May, 2022 from 6:30pm – 7:30pm in the school library**. Work placement is a mandatory component of a P-TECH pathway, and your child must attend along with a parent or caregiver. It is recommended that your child attends this session in their P-TECH uniform. The purpose of this evening is to ensure all necessary work placement insurance documentation is understood and completed. The following signatures will be required on this evening:

- student;
- parent/caregiver;
- employer partner; and
- school representative.

Employer partners will be attending this information session to provide important information about the following key areas:

- role and responsibility of the student while in the workplace;
- role and responsibility of the employer partner while your child is in their care;
- hours and days required;
- expectations and duty of care; and
- uniform and PPE.

Please ensure you bring along your Medicare number. Your child will receive their personal Work Placement folder along with all the necessary details needed to complete their industry work placement experience. We appreciate you supporting your child's education and inclusive learning opportunities being offered by Port Stephens P-TECH Partners and Hunter River High School.

Yours sincerely,

D. Dibley

Principal

S. Lloyd

P-TECH Co Ordinator

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**Please detach and return this note to Mr Lloyd by Thursday 5 May 2022 if you are not able to attend.**

I \_\_\_\_\_ am not able to participate in the compulsory Work Placement Information Evening in Hunter River High School's Library on Thursday 12 May, 2022.

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

