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**Mrs Lizzie Ayres
Assistant Headteacher
Reading School,
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Reading,
RG1 5LW.**

06 November 2018

Dear Local Business,

Thank you for taking the time to read this brief introductory letter regarding provision of Year 12 Work Experience for a student from Reading School.

Reading School is one of the highest performing state schools in the country. We have a nine hundred year pedigree, and throughout this time have done our best for young men from Reading and the surrounding area. We are very proud of the progress our students make and have every confidence that they will leave the school aged 18 ready to make significant contributions in industry, in business, or in whatever career or vocation they explore.

We have an outstanding cohort of students in Year 12 this year and we are asking them to secure their own work experience placement between Monday 8th July and Friday 12th July 2019.

The benefits of such a programme are profound for the students of the school and we hope that offering a placement might also be of benefit to yourselves. We have done everything we can to ensure that provision of a week of work-placed learning is straightforward for you, and involves minimal logistical complications.

We expect our Year 12 students to be motivated, engaged, perceptive, intelligent, independent and industrious but would love their skill sets to be tested in the workplace.

If you would like to know more about what is required for the week we'd love to hear from you. Alternatively, if you feel ready to engage with our students directly we have provided them with this letter so that you are fully aware of the legitimacy and the context of their request. Please do email careers@reading-school.co.uk if you would like any further information.

With thanks again for your interest in this invaluable partnership.

Yours faithfully,

**Mrs Lizzie Ayres
Assistant Headteacher**

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