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

06 November 2018

Dear Local Business,

Thank you for taking the time to read this brief introductory letter regarding provision of a Year 11 Work Experience opportunity 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 11 this year and we are asking them to secure a day at work with a family member or family friend on Monday 28th January 2019.

The benefits of a day learning in the workplace can be profound for the students, who often describe the sense of motivation and direction they achieve as a consequence. We expect our Year 11 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 we would 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 know the context for 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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