



PENICUIK HIGH SCHOOL  
39a Carlops Road  
PENICUIK  
EH26 9EP  
Tel : 01968 674165  
Fax : 01968 678604  
E-mail – [penicuik\\_hs@midlothian.gov.uk](mailto:penicuik_hs@midlothian.gov.uk)  
Head Teacher : Mr C Biddick



October 2022

Dear Parent/Carer

### **Work Experience**

As you may be aware at Penicuik High School we have traditionally offered all S4 students the opportunity to undertake a one week work experience placement with an employer in the Penicuik/Edinburgh area. This experience has been invaluable in allowing students to gain an insight into a potential career area as well as gaining experience of the world of work. Students often refer to these placements when applying for university and college courses, apprenticeships or employment. Over the past couple of years we have not been able to undertake work experience placements due to Covid regulations however, we are pleased that we can once again make this offer available.

However, we no longer have a dedicated week for work experience so there is more flexibility for students, parents and employers. Students are able to choose a week that suits them and employers best during the course of the year. The expectation would be that students are on placement Monday - Friday during school hours. Students should discuss a potential placement and a possible career pathway with their Guidance teacher beforehand.

If you are aware of a possible suitable placement for your son/daughter, you are able to organise an own arrangements placement. In order to do this there are certain requirements that have to be met. Students should:

- Collect Own Arrangements form from their PSE teacher, also available electronically
- Pass the form onto the proposed employer for completion
- Return completed form to their PSE teacher

All completed forms will be processed by Midlothian Council. This will involve the employer being approached by Council staff to check out the placement, particularly in terms of Health and Safety. No own arrangements placement will be able to go ahead until this check has taken place.

If you have any questions, please contact me at your earliest convenience.

Yours sincerely

*M Brandie*

Margaret Brandie  
PT Guidance / Work Experience Co-ordinator



Eco Schools

