

### 3. Letter of Introduction for Host Employers

Dear Potential Host Employer

Allegra School Coffs Harbour is a registered and accredited independent school that aims to offer all eligible young people the chance to grow and mature while undertaking their schooling in a safe and supportive environment. We especially aim to include those whose lives may be complicated, challenging or require a particular understanding in order to achieve success. Our students are enrolled in Years 9 & 10.

Our mission is to provide learning opportunities for young people that empowers them to reach their potential in an inclusive and supportive environment.

In pursuit of this mission, our work experience program is designed to demonstrate career-building competencies.

This year our work experience will be held in **Week 9, Term 3 from Monday 11 September to Friday 15 September**. All Students aged 14 years and over are eligible to participate, however students under the age of 15 years cannot participate in a workplace learning activity before 7:00am or after 6:00pm.

We would like you to consider being a host employer for a student from our school.

Please discuss our program with the student, or if you require further information immediately, please contact our school (details below).

If you choose to accept a student for work experience, please complete the following forms:

- 4. [Host Employer Consent and Risk Assessment Form](#)
- 5. [Work Experience Host Employer Acknowledgement Form](#) and READ
- 8. [Work Experience Learning Guide for Employers](#).

We look forward to working with you in support of our young people.

Kind Regards,



Erin Caceda  
Principal

