

Please could you complete and keep a record of the Work Experience  
mailshot calendar below and offer placement/s to the relevant  
school, which you would like to offer placement/s to including the  
maximum no of students, which you can accept at any one time  
during 2009 and return it to Ealing & Hillingdon EBP as soon as  
possible – Thank You

BA Community Learning Centre  
Accommodation Lane  
Harmondsworth  
UB7 0PD  
Tel:- 020 8897 7633  
Fax:- 020 8897 7644

Contact Details held on database		Please note any amendments to help us update our records		
No	Dates	School	Maximum No. Students accepted at one time	Comment
1	02/02/09 – 13/02/09	Barnhill High School	1	
2	16/03/09 – 27/03/09	The Douay Martyrs High School	1	
3	27/04/09 – 08/05/09	Haydon High School	1	
4	11/05/09 – 22/05/09	Swakeleys Girls School	1	
		Northwood High School		
<b>Half Term Holidays</b>				
5	01/06/09 – 12/06/09	Guru Nanak High School	1	
		Bishop Ramsey		
6	22/06/09 – 03/07/09	Queensmead High School	1	
		Bishopshalt High School		
7	06/07/09 – 17/07/09	Stockley Academy	1	
		Mellow Lane High School		
		Vyners High School		
<b>Summer Holidays</b>				
8	07/09/09 – 18/09/09	Harlington Community School	1	
		Abbotsfield Boys School		

**Employers Liability Insurance** – we currently hold the following details on file. May we ask you to confirm that these are still correct or provide us with up to date information if blank, incorrect or out of date.

Employers Liability Policy details: «Pr_HS_Comments»	Expiry Date: «Pr_Ins_EmpLiability_Date»
Number of employees at business site: «Pr_Size»	

Completed by .....

(Please sign)

Please Print Name .....

Date.....

**OFFICE USE ONLY** - Database updated  Input by \_\_\_\_\_ Date \_\_\_\_\_ File number \_\_\_\_\_

**PLEASE COULD YOU LET EALING&HILLINGDON EBP KNOW OF ANY OWN FIND PLACEMENT FORMS WHICH YOU SIGN FROM STUDENTS AS THIS WAY WE ARE ABLE TO KEEP OUR RECORDS AS ACCURATE AS POSSIBLE. PLEASE COULD YOU ALSO KEEP A COPY OF THIS CALENDAR AND NOTIFY US OF ANY CHANGES ASAP**