

Template wording for students going to off-island placements

Dear <<School Coordinator>>

I am writing to confirm that I/we accept full liability for our son/daughter <<insert name>> whilst they are on their off island work experience placement at <<Insert organisation>>.

We accept that the employed/im Work Experience Coordinator is unable to undertake their usual Health and Safety review of the placement in person, due to its location, and that the school and the Department of Education, Sport and Culture are in no way liable for my child whilst on placement.

I/we confirm that all appropriate travel insurance is in place, a copy of which is attached, and have made travel and accommodation arrangements for our son/daughter whilst they are on placement. The details of where they will be staying is listed below.

<<Accommodation Details>>

<<Travel Arrangements>>

With kind regards.

Parent(s) Name