



Darmstadt, 01.09.2016

**Information for work placements in Grade 11 (Q1)** .....  
**from January 15<sup>th</sup> - 26<sup>th</sup> 2018** (name of the student)

Dear Madam/Sir ..... (Name of the supervisor)

We thank you for supporting this work placement for the above-named student which is a great opportunity for him/her in gaining a first bearing in the business world.

As an intrinsic part of the Hessen school curriculum the Lichtenbergschule has already carried out several academic and career orientation courses to thoroughly prepare the student for this work placement. It is possible and indeed preferred by the school for the student to start the work placement earlier. This should be agreed with the student, the parents and the company if this is so desired.

Throughout the work placement, the students should gain an insight into realistic working practices. Therefore, it would be desirable to allow the students to explore as many different fields of activity as possible. Prior to the placement, the students are asked to balance their expectations of the work placement with the learning opportunities your company can actually provide under your supervisor. The teacher responsible for the students will keep in contact with his or her student and/or the supervisor for the entire duration of the work placement.

The industrial placement is in accordance with the directives of the Hessian Minister of Education (Issue of 08.06.2015): [http://www.hessisches-amtsblatt.de/download/pdf\\_2015/alle\\_user/07\\_2015.pdf](http://www.hessisches-amtsblatt.de/download/pdf_2015/alle_user/07_2015.pdf)

According to the directives of the Hessian Minister of Education the above-named student will be under your supervision during the work placement. The full responsibility for the students lies with the designated teacher.

According § 539 para. 1 No.14b RVO all students are insured against work-related accidents. In addition, they are insured against third party liability. If parents have already taken out a private liability insurance this will take precedence. There will not be any insurance cover if students cause damage by operating automobiles, aircrafts or watercrafts (issue of 8.11.96, gazette p. 624 and issue 10.10.00).

Every student must receive a written confirmation for his work placement together with the supervisor's name, which has to be submitted to the school to avoid any liability in case of insurance claims. All documentation prepared with the relevant information must be returned for this work placement to take effect.

We sincerely thank you for your support of the students' development.

M. Hiemenz  
(Headmaster)

S. Niemeyer  
(Academic and Career Orientation)