

November 2014

Dear Parent or Guardian

As you will be aware, Year 11 students will undertake work experience from Monday 24th November to Friday 28th November.

Students have been encouraged to self-place so they can have a more authentic experience of actively looking for a suitable employer / placement, but also so they can ensure that they are able to manage the travel arrangements to and from the placement.

While most students have self-placed a small number either have been or will be offered assistance by 'Changing Education'; a company we work in partnership with in order to undertake the risk assessments for the placements.

Before they take up their placements, students should check the following:

1. When they start on Monday 24th November; who they report to and when and where they will be met
2. What they need to wear
3. If necessary make sure they are aware of transport arrangements to and from the place of work and plan journey times accordingly – it's better to be a little bit early than a bit late!
5. Make sure they are aware of the break and lunch arrangements
6. If, for some reason the student will be late to a placement or will not be able to attend on that day, **both the employer and the school should be notified as soon as possible**

Any student not taking part in work experience week will be expected to stay in school as usual.

We hope that the students have a useful and productive work experience placement.

Please don't hesitate to contact me if you have any queries about the content of this letter.

Yours sincerely

Mr L Morrey

Work Related Learning Coordinator