

March 2018

Dear Parent/Guardian

**Year 10 - Work Experience**

Year 10 will be undertaking their work experience placements this half term from Monday 19<sup>th</sup> March – Thursday 29<sup>th</sup> March 2018. We would like to take this opportunity to remind you that students should now have been for their interview and have returned the ‘green’ agreement form, which has been signed by their employer, to Mrs Brown at College. It is essential that the agreement form be returned as without it your youngster will not be able to attend their placement. There are a small number of students who are still awaiting their placement details and Mrs Brown is working closely with them to finalise their work experience.

We have encouraged students to identify what they hope to learn through work experience. Prior to their placement students will be issued with a ‘Log Book’ to record their experiences while they are on their placement. Please encourage your youngster to value and use the ‘Log Book’ which they will need to bring into College on their first day back after Easter along with the ‘blue’ report form filled out by their employer. On Monday 16<sup>th</sup> April 2018 students will take part in a ‘Work Experience Debrief Morning’ which will focus on students evaluating and reviewing their work experience, creating a CV and using what they have learnt to start planning for their future.

If you have any questions or concerns during the two weeks please contact Mrs Brown at the College immediately. Absence from the work placement due to illness must be reported to both the employer and Mrs Brown.

Thank you for your support with this very important aspect of your youngsters learning.

Yours sincerely

Mrs S Bennett  
Headteacher