

4th June 2024

Dear Parents/Guardians

RE: Year 12 Work Experience Week: Monday 10th - Friday 14th June, 2024

We are delighted that so many Year 12 students have been successful in securing work experience for the week beginning Monday 10th June, and wanted to take this opportunity to remind you of some of the key arrangements for the week.

We would recommend that students email their placement before the week begins to confirm the arrangements and timings for the week.

Students who have not found work experience placements, or who have not had these confirmed on the Unifrog platform, will be expected in school during normal school hours (8.30am-3pm) each day next week to complete tasks that will support them with their personal post-18 progress in the study room. These tasks will be set by the Sixth Form team, who will be there to support students with these tasks throughout the week.

Working hours

Students will be expected to work typical working hours as outlined by their placement. This is likely to be between the hours of 9am-5pm.

Dress code

Students will be expected to dress in a manner appropriate to the placement working environment. Where not specified, business casual dress should be worn.

Travel


Students will need to make their own travel arrangements to and from placements.

Illness

If your child is absent due to illness, the employer, in addition to the school, must be informed for safeguarding purposes.

Thank you in advance for your support. Please contact me, Ms O'Neill or Ms Bonny via the office if you have any questions about work experience.

Yours sincerely



Mr B Peacock
Head of Sixth Form