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**Chief Executive:** Mr D Judson, Bed, NPQH  
**Headteacher:** Mrs A Sweeten, BA (Hons) MA, NPQH  
**Deputy Headteacher:** Mr S Rawle, BA (Hons), MA

23 January 2024

Dear Parent / Carer,

## **Re: Year 10 Work Experience Week Update (0059-23GSM)**

As you are aware, Year 10 pupils will take part in Work Experience Week from Monday 5<sup>th</sup> February - Friday 9<sup>th</sup> February 2024. I would like to take this opportunity to update you with important information relevant to the week.

### **Job Description / Work Experience Diary**

In school this week, your child will receive a copy of their Job Description, which is based on the information provided by the employer.

All pupils have been told to contact their placement prior to the placement start date or to follow the instructions on their Job Description if a visit is required.

Later this week, pupils will receive a Work Experience Diary, which we ask them to complete during their placement. Please can parents / carers read and sign the Work Experience Agreement on page 5 of the diary, and we welcome parent / carer feedback on page 28.

### **Health & Safety**

Before the placement commences, we will contact employers regarding any health conditions for your child that you made us aware of on the parent / carer form.

### **Safeguarding & Attendance**

During Work Experience Week, we are still responsible for the safeguarding of our pupils.

On the first placement day, we will contact the employer to check that your child has arrived, and all is going well. Members of school staff may also visit during the placement.

Please note, some employers are not able to offer a full five-day placement. The Job Description will show if this is the case for your child.

Pupils not able to attend their placement should attend school. Please also be aware, pupils should not be attending placement on a Saturday or Sunday.

If your child is unable to attend placement, please telephone both school and the employer.

If you have any questions or concerns during Work Experience Week, please contact school on 01325 380 815 and ask to speak to Mrs G Smith, Careers Adviser or Mr J Raw, Careers Lead.

In the event you are unable to reach us on the school number please use the following mobile number: 07591 914 309.

If your child has not managed to secure a work experience placement, they are expected to attend school as normal. During the week, they will be involved in a career based educational visit. Further details of the visit will be sent out week commencing Monday 29<sup>th</sup> January 2024.

### **Free School Meals / Support for Transport & Equipment**

A reminder that parents / carers of pupils entitled to Free School Meals will be sent a voucher in the week commencing Monday 29<sup>th</sup> January 2024 to help with meal costs.

We can also help to support costs for equipment needed or transport. If you require assistance with these matters, please contact Mrs G Smith or Mr J Raw.

If you have any questions, please do not hesitate to contact the Longfield Careers Team via main reception on 013325 380 815 or by email.

Thank you for your continued support.

Yours faithfully,



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