

Our ref: KG/DEH

18 June 2009

Dear Parent/Guardian

You will be aware that students will be going out on a work experience placement next week, beginning on Monday, June 22nd.

All the students have been given a booklet to build up a record of their experience. Some of this has been completed already, most of it will be done during the placement and there are pages to be completed by the employers and yourselves. Please try and find time to read through the booklet and to complete the page at the back because we value your thoughts on the process.

We have, of course, done preparatory work in school and we hope that the students are well prepared. They should certainly know the hours of work and the clothing requirements. It should be part of the process that they find their own way to the placement and that they get there on time each day. We appreciate that a lift from somebody may be helpful and, in a few cases, essential but we would like the students to have the initiative to get there and back on their own. If the student is unable to attend their placement for any reason, both the employer and the school should be informed.

If you have any concerns before, during or after the placements, please feel free to contact me at school. On the back of the booklet, there is a mobile number which you can call outside school hours during the work experience week, although this should only be used if there is an urgent problem that needs resolving.

Yours sincerely

K Gilliland
Work Experience Coordinator