



Our Ref: TZW/gdo/workexperience

July 2023

Dear Parent/Guardian

Re: WORK EXPERIENCE WEEK: Monday, 17th – Friday, 21st July 2023

With the work experience week rapidly approaching, we wanted to write to you to confirm some final details with you.

The majority of the Year group have now arranged work experience placements. We couldn't have achieved this without the support from parents/carers and we hope that this opportunity will give pupils a valuable insight into the world of work. Can I please take this opportunity to remind you that any absence due to a work experience placement that has not been given school permission in Unifrog will be recorded by school as an unauthorised absence and will negatively impact on attendance data for your child.

Pupils with placements:

All pupils that have authorised placements will need to check in Unifrog on the details of their placements for information such as timings of the working day, clothing requirements and provision for breaks and lunch etc. All employers have signed up to a safeguarding commitment to the pupil which is in Unifrog. If your child is unable to attend their work placement for any reason, please could you ensure that you make school and the employer aware. If you have any questions on this please contact Mrs Bishell, April.bishell@oldburywells.com who is coordinating placements in school.

Pupils without placements:

Where pupils do not have a work experience placement organised, they are expected to attend school for the final week of the school year. Pupils who are in school over this period will follow their normal timetable of lessons where the focus will be on consolidating and enriching their learning in these subjects. No new content will be covered during this period to ensure that students on work experience placements do not fall behind. In core subjects such as English, Maths and Science, pupils may be taught in collapsed groups rather than their normal classes. During this period, the school day and expectations of Yr10 pupils who are in school will be as normal.

We hope that all pupils attending work experience placements find it to be a valuable experience and we look forward to hearing about it from pupils in September.

Yours sincerely

Mr T Williams
Director of Sixth Form

Mrs A Bishell
Head of Sixth Form

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