

March 2015

Dear Year 10 pupil and their Parent/Guardian

### WORK EXPERIENCE: FINAL INSTRUCTIONS

In less than 3 weeks you will be starting your work experience placements. Most of you have now finalised all arrangements. If however you are one of those whose placement has not yet been finalised please note the following:

1. If you have received your employment agreement form and not yet returned it, can you please get it signed and returned to me **by Friday 27<sup>th</sup> March**.
2. If you have not yet received your employer agreement form, hopefully you should receive it before the end of term. If not, this will be posted directly to your home. Please get the form signed and posted back to me at school as soon as possible.

If, while on your work placement you are experiencing difficulties, please follow the procedure below:

- A) In the first instance, please telephone myself or Miss Banks at school to let us know there is an issue. We will telephone you back as soon as possible that day. You should **not** leave your work placement whilst the matter is being looked into. BEP Group may be able to help find a solution, or, as a last resort you may have to return to school. ***Please note, that being "unhappy" or "bored" at the placement is NOT deemed by BEP Group to be a problem and they are under no obligation to find an alternative placement.*** (For those pupils who start their placement during the Easter Holidays, please ring the school mobile number: 07999 537217)
- B) If you are ill and cannot attend your placement please telephone your placement employer as early as possible, and at least before the time you are due to start work. You should also telephone the school office please.
- C) If you are going to be late for any reason, again telephone your employer and explain why.

A member of staff will telephone your employer during your period of work experience to get a report on your progress.

If it is at all possible, please ask your employer to take a couple of photographs of you at your placement, and email them to me at [paulas@sweynepark.com](mailto:paulas@sweynepark.com). I use them for the work experience edition of the Sweyne Park Times and I can also print them for your Record of Achievement folder.

Good luck and enjoy your work experience, but please remember that your safety is important, so follow all the employer's health and safety instructions. A work experience record book accompanies this letter and should be completed during your placement, **especially pages 48 & 49 and the Register on page 52**. This should be handed to your tutor on your return to school and will be kept for your Record of Achievement folder.

Yours sincerely



**MRS P STEADMAN**  
Work Experience Co-ordinator