



Bacon's College
The best in everyone™
Part of United Learning

Monday 8th July 2024

Dear Parent/Guardian,

External Work Experience, 15th-18th July 2024

Your child has work experience next week. I know they are eagerly looking forward to it. We will be having an assembly this Friday 12th July to go through some key points which I also wanted to share with you below.

Please see below a few requests and key reminders:

1. This weekend, please spend some time with your child plotting their travel route, planning their work wear and organising their snacks/lunch.
2. Students will be given a letter on Friday 12th July **which must be handed to their employers** when they first meet them on Monday 8th July. It outlines the points below.
3. Students have a work experience booklet (diary) to complete. This needs to be completed every day. I will be collecting these in on Monday 22nd July.
4. Timings of the day including breaks and lunch should be agreed with the employer directly.
5. A teacher from Bacon's College will be visiting students on their placements – we are aiming to see as many as possible.
6. We will be advising students about appropriate workwear. This is their first time being in a work environment so they may need further advice and guidance from you.
7. If your child finds the placement hard/does not like it, they can return to school. In addition, if any students' conduct during work experience fails to meet our expectations, employers have been asked to contact the school for support. We hope this will not happen.
8. All students are expected to attend Sports Day on Friday 19th July.

We hope it will be a positive experience for the students. We are looking forward to hearing about what they got up to. Any queries, please feel free to contact me and Ms Galvin, g.galvin@baconcollege.co.uk.

Yours Sincerely

Mrs Anum - Associate Vice-Principal – Achievement
a.anum@baconcollege.co.uk



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