



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

Monday 8<sup>th</sup> July 2024

Dear Parent/Guardian,

**Internal Work Experience, 15<sup>th</sup>-18<sup>th</sup> July 2024**

Due to challenges finding a placement, your child will be doing work experience in school. This will either be a virtual placement in our computer room which will be supervised by staff or in one of the school departments including: the Sports Network, Library or Media team. Due to hybrid working, virtual placements are increasing, and it is good way for students to learn about how to work from home.

Please see below the plan for each day:

1. Students arrive at 8.45am ready for a 9.00am start. They will go straight to the computer rooms and login. They will have break and lunch at normal times. From 2.40pm-3.05pm they will complete their work experience booklet and then be dismissed home.
2. Staff will be supervising the rooms and can support students on their placements. Our careers advisor will also be in school on Monday and Tuesday to support.
3. Any student that has not already registered for a virtual placement will be able to do so on Monday morning.
4. Students can wear 'work wear' to school or their uniform. That means smart clothes – no jeans/trainers/hoodies. They will have an assembly on Friday 12<sup>th</sup> July which will go through this.
5. If any student misbehaves/arrives late/is not meeting our expectations, you will be contacted, and school policy will be applied.
6. Students will be permitted to go out for lunch during normal lunch time. If they do so, they will have to pay for their own lunch.

Please note that they must attend school otherwise this will be marked as an unauthorised absence. We hope it will be a positive experience for the students and look forward to sharing their successes in our newsletter.

Yours Sincerely

Mrs Anum

Associate Vice-Principal – Achievement  
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