



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

Thursday 10th July 2025

Dear Parent/Carer

Internal Work Experience, 14th-17th July 2024

Due to challenges in finding a placement during our school dates, 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 such as the 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-3.00pm they will complete their work experience booklet and then be dismissed home.
2. Staff including our careers advisor will be supervising the rooms and can support students on their placements.
3. They will register for a virtual placement on Monday morning.
4. Students should wear their school uniform.
5. If any student misbehaves/arrives late/is not meeting our expectations, you will be contacted, and school policy will be applied.
6. All students should attend the last day of school. Friday 18th July.

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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