



10th December 2020

Dear Parent/Carer,

I hope that your daughter has spoken to you regarding the Experiencing a Work Place week and shown you the new Experiencing a Work Place FROG page.

If you haven't seen the FROG page, please take a look, you can find the page under the Parent & Carer dashboard, scroll to the bottom and you will find the Experiencing a Work Place icon. Everything you need to know is here. The 3 options given to students for the week, video's that were shown in PD lessons and instructions on how to gain a placement and what to do next.

Booking System:

I have uploaded a new video on how to use the Booking system in January (which goes live at 6.00pm on the 4th January) the booking system relates to any placements listed on the Placements available list, it would be really helpful if you could watch this with your daughter to ensure she understands what she needs to do if she wants one of the placements listed.

Due to Covid-19 and the planning involved with work experience, any student who does not have a placement by February 26th 2021 will remain in school and take part in activities that relate to being in a work environment. **There will be no extensions to this deadline.**

If you have any questions, please do not hesitate to contact me.

Kind regards

Mrs Christmas

Work Experience Coordinator

All work experience planning is subject to the government guidelines relating to Covid-19 and for this reason I must make you aware that placements may not go ahead, in which case 'Option 3' would be put in place for all students unless we are subject to a local/national lockdown.