



# Brine Leas School

An Academy

Believe, Learn, Succeed

January, 2018

**Re: Work Experience Information Evening**

Dear Parent / Guardian

As a school, we are committed to preparing our students for life beyond Brine Leas through the careers programme, and an integral component of this programme is Work Experience. In Year 11 your child will participate within this essential activity; learning from employers about work, the skills that are valued and gaining first-hand experiences of the workplace.

Work Experience will be taking place for one week from Monday 22nd October – Friday 26<sup>th</sup> October, 2018. With this in mind, I would like to invite you along to the Work Experience Information Evening which will be taking place on Monday 5<sup>th</sup> February, 2018 from 6:30pm - 7.30pm.

The evening provides an opportunity for parents and guardians to receive clear guidelines on how the Work Experience programme works and to speak to key members of staff involved in the process. Representatives from Safe Opportunities, the training provider who supports school with the work experience process will also be available.

During the evening I will also be distributing essential information and paperwork, therefore it is of high importance that you attend. If you are unable to attend, please could I ask that you arrange for someone to attend in your absence. If you are able to attend this event please complete the slip and return it to your child(s) Progress Tutor no later than **Friday 26<sup>th</sup> January, 2018**.

I look forward to seeing you on Monday 5<sup>th</sup> February, 2018 at 6.30pm.

Yours faithfully

Miss J Morrison

Work Related Learning Co-ordinator

JM/SF/SON

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Mr Andrew Cliffe

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**Reply Slip - Work Experience Information Evening - Miss Morrison**

I am writing to confirm I / we do / do not wish to attend the Work Experience Information Evening taking place on Monday 5th February, 2018 from 6.30pm – 7.30pm.

Name of Student: ..... Progress Group: .....

Signed: ..... (Parent/Guardian) Date: .....

**Please return to your child's Progress Tutor no later than Friday 26<sup>th</sup> January, 2018**