

Principal: Richard Spencer



ELY COLLEGE

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20 October 2017

Dear Parent/Carer

Year 10 Work Experience 2018

We are very pleased to announce that we are offering Year 10 students the opportunity to attend 1 weeks' work experience. We believe it is very important to help students prepare for the world of work. I can confirm that the dates will be from **2-6 July 2018**.

We are in the process of arranging the Work Experience Programme and will be holding a Year 10 Work Experience Parent Information Evening on **Tuesday 7 November**. The evening will be from 7.00 pm to 8.30 pm and will be held in the Assembly Hall.

The purpose of the evening is to give you information about the work experience process, expectations of students, parents and employers to make this a successful year as in previous years. Login details will be handed out on the evening to gain access to the database of employers available on Vevyan. Rachel Evans from The Employability Partnership will do a presentation as well.

There will be an opportunity at the end of the evening for you to ask any questions of Rachel and myself.

If you are unable to attend, please let me know and I will ensure you receive a copy of the programme and the login details, which will be handed out on the Information Evening.

We do hope that you will be able to join us for this evening and ask you to complete the reply slip below and return it to me in the Scott House Office via your son/daughter by **Friday 3 November**. It is necessary to know numbers in advance so we can make final arrangements for the format of the evening.

Should you have any questions before the evening, please do not hesitate to contact me by email: npritchett@elycollege.co.uk or call me on 01353-652875.

Yours faithfully

Ms N Pritchett
Work-related Learning Co-ordinator
Scott House Student Support Assistant

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To: Ms Pritchett, Scott House, Ely College

Student: **Tutor Group:**

*I/We will/will not be attending the Work Experience Parent Information Evening on Tuesday 7 November at 7.00 pm.

Number of seats required:

Parent/Carer Signature: **Date:**

**Please delete as appropriate*

