



17<sup>th</sup> January 2023

Dear Parent/Carer

## Year 10 Work Experience 2023

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 **3<sup>rd</sup> – 7<sup>th</sup> July 2023.**

We are in the process of arranging the Work Experience Programme and will be holding a Year 10 Work Experience Parent Information Evening on **Thursday 2<sup>nd</sup> February 2023**. The evening will be from 6pm to 7pm and will be held in Needhams Hall. Needhams car park will be available for car parking.

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.

There will be an opportunity at the end of the evening for you to ask any questions to Dr Norton-Berry and myself.

Login details will be handed out in the coming weeks for your child to gain access to the database on Vervan.

We do hope that you will be able to join us for this evening and ask that you complete the Forms below by **Friday 27<sup>th</sup> January 2023** to confirm your attendance. It is necessary to know numbers in advance so we can make final arrangements for the format of the evening.

<https://forms.office.com/e/8QiLm7AG8D>

Should you have any questions before the evening, please do not hesitate to contact me by email: [ggarrett@elycollege.co.uk](mailto:ggarrett@elycollege.co.uk) or call me on 01353 652875.

Yours faithfully

Mrs G Garrett  
Work-related Learning Co-ordinator  
Scott House Student Support Assistant