



23<sup>rd</sup> June 2023

Dear Parent/Carer

## Year 10 Work Experience

The 3<sup>rd</sup> of July is fast approaching for work experience week. Unfortunately, a fair number of students have yet to contact their employer to introduce themselves and confirm that they will be working with them, have yet to make contact and get their paperwork signed off, or returned their paperwork to the school.

I kindly ask parents/carers to please make sure that this has been done as some employers have notified us that students have not yet made that call. We are concerned that some employers might assume the work experience is not taking place.

Please may we urge you to help the students by making sure their placements are confirmed and all paperwork is returned to the careers office. We rely heavily on the generosity and good professional working relationships with all these companies/establishments.

Thank you for your help and understanding.

Yours faithfully

*L. Lambo-Hills*

Lisa Lambo-Hills  
Careers Coordinator