



10<sup>th</sup> November 2023

Dear Parent/Carer and Student

## Year 10 Work Experience 2024

You are invited to attend our information evening introducing Year 10 work experience 2024. This will be held in Adelaide Hall on Tuesday 21<sup>st</sup> November 2023. The event will be broken into two groups with the first group attending at 6.00pm (students with surname beginning A-M) and the second group at 6.30pm (students with surname beginning N-Z). We will highlight any changes from the previous format and introduce our new Year 10s to the preparations needed before work experience. We'll also discuss the process leading up to the event, how parents can be involved and highlight key important dates that need to be met.

Please may we urge you to attend to help our students make this process less daunting and seamless by assisting them through the process of securing a work experience placement for 2024. Key to their success will be ensuring their placements are confirmed and all paperwork returned - we rely heavily on the generosity and professional working relationships with all these companies/establishments.

Thank you for your help and understanding, we look forward to seeing you on the evening.

Yours faithfully

Lisa Lambo-Hills  
Careers Coordinator