



12 November 2015

Dear Parent/Carer

Work Experience 23rd – 27th November 2015

All students in Year 11 who are participating in Work Experience this year have received placement confirmation letters. The students have been reminded on several occasions to make contact with the employer to introduce themselves as the employer may wish them to attend an interview.

Could you please ensure if your child/ward hasn't made contact with the employer that they do so as a matter of urgency, as this could result in the placement being declined.

May I remind you of the procedure should your child/ward be unable to attend for any period of the Work Experience week that they contact the employer and the school before 8.30am. Work Experience forms part of the normal school curriculum timetable and all absences need to be recorded accordingly.

Should you have any queries regarding Work Experience please do not hesitate to contact me on the email below.

WorkExperience@wgsnitney.org.uk

I wish all students a productive, successful and enjoyable Work Experience.

Yours faithfully



Miss L Hardman
Work Experience Co-ordinator