

22nd May 2017

Dear Year 10 Parents/Carers,

Work Experience Programme: 10th July – 14th July 2017

I am writing to you in connection with your son's/daughter's work experience placement. A team of us are currently approving all placements and carrying out Pre-Placement Visits where necessary. This is a standard procedure as mentioned in the Work Experience launch pack. The visits are being conducted by the School or I have instructed the Bromley Education Business Partnership to carry them out on our behalf.

After half term, when the majority of these visits have been undertaken and placements approved, pupils will receive an information pack which includes Placement Information Forms and further consent forms including emergency details. Although it is a standard requirement that all pupils receive an induction on their first day, I prefer to ensure that Employers are aware of relevant information in case of an emergency.

I recommend that in instances where pupils will be travelling alone by public transport to their placements, they try to practise their route where possible, especially if travelling into Central London and using the underground system. This is purely to reduce any anxieties that pupils may have on their first day at their placements if they are unfamiliar with the journey.

In the meantime, should you require any further information, please do not hesitate to contact me.

Yours faithfully,



Mrs L Collier
Work Experience Co-ordinator