

February 2024

Dear Parent

Re: Year 10 Work Experience – Monday 26th February to Friday 1st March 2024

OFF SITE PLACEMENT - «Name» «Reg»

I am excited to confirm that your child is due to take part in work experience for the week beginning 26th Feb 2024 at the following placement:

Employer Details	
Company Name: «Company_Name»	Main Contact: «Main_Contact»
Type of Business: «Type_of_Business»	Position: «Position»
Address: «Address»	Telephone: «Landline_Number»
	Mobile: 0«Mobile_Number»
Postcode: «Postcode»	Email: «Email»

It is good practice for your child to call or visit the placement ahead of their start date to confirm the time, date, uniform and any other queries they may have, if they haven't done so already. In some cases, organisations may provide uniform but this will need to be double-checked in your pre-placement call or visit.

As representatives of the school and employees for the week, employers will be expecting high standards from our students including punctuality, a clean and tidy appearance and a willingness to learn. As in the school environment, it is also really important that students do not chew gum, have headphones in or their phones out during their working hours. **Any absence should be reported to the school as normal and the employer also informed.**

Whilst on their one-week placement, the students will have a call or visit from a member of Regents Park teaching staff to check how they are getting on. They will also be given a work experience booklet to complete through out the week which will allow them to reflect on their skills learnt. There will be prizes for students who bring in their completed workbooks to school the following week.

I wish all of our successful Year 10 students a fantastic week of work and look forward to hearing all about their experiences. If you have any further questions, please do not hesitate to contact me at info@regentspark.southampton.sch.uk.

Yours faithfully

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Charlotte Smith
Head of Careers

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