

12th December 2018

Dear Student/Parent

WORK EXPERIENCE: Monday 3rd June – Friday 14th June 2019

Hopefully by now you will have started to look into possible Work Experience placements for next year. If you have already secured a place, that is fantastic. If this is the case, please come and let me know as soon as possible and return the completed 'Work Experience Self-Placement form'.

As mentioned in our earlier correspondence, we have now managed to put together the attached list of bespoke 'Business Bite Placement packages'. You will notice there is a mix of placements available, some are 2 week placements at one employer and some are one week placements at two different employers. If you are interested in any of these packages, you will need to make an application.

To do this, please complete the 'Business Bite Placement Package Application Form' on the back of this letter, including the reasons why you would like a particular placement and what you think you will gain from being placed there. Please choose 2 options and put them in order of preference.

All applications must be returned to main reception addressed to Mrs Lawn by **Friday 4th January 2019** and will be considered on the quality of the written application and the reasons for wanting the placement. All students will be notified of the outcome of their application by Thursday 10th January 2019.

Students must apply to the school and not go directly to the employer.

In terms of timescale, all students in Year 10 must have secured their placements by February half-term.

If you have any questions, please do not hesitate to contact me.

Yours faithfully



Mrs Lawn
Work Based Learning Officer

Business Bite Placement Package Application Form



STUDENT NAME: _____

FORM: _____

Parent's Signature: _____

Package No	Reasons for wanting this particular placement