



SMA/jbl

October 2021

Dear Parents/Carers

Work Experience 2022

Work Experience will take place for all students in Year 10 from **Monday 13th June – Friday 17th June 2022** inclusive. All students must complete five days of work experience during that time.

Students can either arrange their own placement or they can choose a placement through the BEP Group (Business Education Partnership) online system. To arrange their own placement, they need to approach the employer themselves to make the request and then complete an 'own placement' form which will be available from the Careers Office and on our website. . These must be returned directly to Mrs Page in the Careers Office in the Upper School Hub by **Friday 4th February 2022**.

We are holding a short work experience information session for parents/carers on **Tuesday 2nd November 2021 in the Boswells Theatre**. A brief presentation will begin at **7.00pm** and you will have the opportunity to ask any questions afterwards. Students will find out about the process in a school assembly.

We encourage parents and carers to go through the selection and choice process with their child if at all possible as we find that this helps to reduce any problems such as transport, clothing requirements or working hours.

If you have any queries relating to work experience, please do not hesitate to contact Mrs Paula Page at school on ext 326 or by email to ppe@boswells-school.com.

Yours sincerely

Mr S Mansell
Headteacher