



OLD BUCKENHAM
HIGH SCHOOL

Achieving excellence together

June 2019

Dear Parents and Carers

Students will be completing work experience from Monday 15th July 2019 to Wednesday 24th July 2019. Work experience is an invaluable opportunity to extend students' learning and we are very grateful to employers for making this commitment and giving up their time. Our main aim for students is to give them an insight into working life and to give them the opportunity to work alongside adults, undertaking new tasks and developing their self-confidence. In addition, students have been given a list of employability skills on which to focus. Along with other things, these include:

- personal presentation
- enthusiasm and commitment
- communication and literacy
- time management and organisation

While on their placement, students will record their learning in a work experience log and we would appreciate your support in helping them to complete this. Towards the end of the log is a parent and carer's assessment form and it would be very helpful if you could complete this at the end of the placement. Staff from school may visit or telephone during the placement to ensure that everything is going well. If the student is unable to attend their work experience placement on a particular day or in case of emergency please contact either Laura Gatward or Rebecca Taylor on 01953 860233 and their work experience employer.

Thanks again for your help and support with this.

Yours sincerely

Rebecca Taylor
Careers Leader



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