



# THE ECCLESBOURNE SCHOOL

*'Learning Together For The Future'*

Head Teacher  
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31<sup>st</sup> March 2025

Dear Parent / Carer,

## **Year 12 Work Experience 28<sup>th</sup> April – 2<sup>nd</sup> May 2025**

We are writing to you ahead of the Easter break regarding the Year 12 Work Experience week during the dates above, to wish your son/daughter a successful and enjoyable work experience placement. Our Year 12 students have secured some prestigious placements, and we thank you for your invaluable support.

It is important that our Sixth Form students are keenly aware that they are representing themselves and our entire Sixth Form community whilst on placement. Students should be punctual, dress appropriately for their placement and be willing to truly engage with their employer. In some cases, students are at placements which have been used on many occasions, and we want to continue to nurture these links.

We appreciate that the first day of work experience can be uncomfortable for some students but please encourage them to stick with it; the days will get easier and the more they get involved, the more beneficial the experience.

If there are any problems, then the students should ring school and ask to speak to Miss Earp/Mrs Parker in Careers or Sixth Form Office. If they are unwell and are unable to attend one day, then they should ring their employers and school to let us both know that they are at home. Whilst illness cannot be prevented, we would like, as much as possible, for students to complete their full placement.

Whilst on placement, students should be reading the 'Work Experience Booklet'. This booklet enables the student to reflect on their experience and record personal achievements- these sentiments can be invaluable for their personal statements/cover letters. A copy of the booklet is on Show My Homework. The skills section of the booklet will be completed when they return to school for the reflection session on the morning of Tuesday 6<sup>th</sup> May in PDC, with their form tutors.

We wish every Year 12 student all the very best for their placement. Should you wish to discuss any element of this letter please do not hesitate to get in touch via the school contact details.

Yours sincerely,

Joanne Earp  
Head of Careers

Danielle Parker  
Work Experience Co-ordinator