

Ref AJP/tjm

October 2023

Dear Sir/Madam,

Work Experience: Monday 20th May – Friday 24th May 2024

As part of the Braunton Academy Work Experience Scheme, our students are encouraged to find their own placements and the bearer of this letter is interested in undertaking their placement with your company. The dates for the placements are Monday 20th May to Friday 24th May 2024.

Whilst we understand you may be inundated with requests for work experience, we think it is commendable that our students are prepared to take responsibility themselves for finding a placement. It surely means that the student really does want to work with you!

Work experience offers students a chance to find out what the world of work is like and apply the skills that they have learned in school to a work context. It is also important in highlighting the social and employability skills that are needed in employment today.

If you can help, or indeed can offer more placements to the school, please complete the attached form, **ensuring that it is signed and dated on both sides**, before returning it to Tracey Martin at the Academy, either by post, or via the student. Further information will then be sent to you and someone may visit to discuss the placement.

Please note that placements can only be accepted if your company has Employer and Public Liability Insurance cover.

If you have any questions, please contact the Work Experience Administrator, Tracey Martin, in the first instance. Her contact details are tmartin@braunton.academy or telephone number 01271 812221, extension 402.

Thank you for your support.

Yours faithfully,



Mr. A Parsons
Head of Character & Vocational Education

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