

Our Ref: AJP/TJM

October 2023

Dear

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

As you know you have the opportunity to find yourself a placement for a week's work experience during May 2024.

Once you have found a placement that interests you, I will be able to give you the contact details for the company and help you with writing a letter, or phoning them. The company may want to speak to you or meet you before offering you a placement, just as they would if you were applying for a permanent job with them.

Attached is a letter to be passed on to potential Work Experience employers with a Placement form, which they will need to complete on both sides. Further copies of the form can be found on the school website under Work Experience.

Remember not to leave your search until it is too late! In order to check a placement, we need the Placement forms returned to the Academy by:-

- **9th February 2024** for placements outside of the South West.
- **14th March 2024** for placements in the South West.

Should you have any further questions, please contact Mrs Martin, the Work Experience Administrator, based in Reception. Her email address is tmartin@braunton.academy

Yours sincerely



Mr. A Parsons
Head of Character & Vocational Education