## **BRAUNTON ACADEMY**

'Aspire & Achieve'

PRINCIPAL: Mrs F Bowler B.Ed Hons



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 <a href="martin@braunton.academy">tmartin@braunton.academy</a>

Yours sincerely

Mr. A Parsons

Head of Character & Vocational Education

BRAUNTON SCHOOL AND COMMUNITY COLLEGE ACADEMY TRUST

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