



**The Priory School**

Headteacher: A Pope BA (Hons) PGCE MA  
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20<sup>th</sup> June 2022

Dear Parents and Carers,

Work experience is due to start on Monday 27<sup>th</sup> June for 5 days. I have been really impressed with the determination and independence all of Year 10 have demonstrated whilst securing their placement.

Almost all placements have now been approved by EBL and we are working hard to get the last few approved before the end of this week.

During this week I would like all students to do the following before their placement starts.

1. Contact the placement to arrange start and finish times and ensure they know where and who to report to on their first day.
2. Find out if they need to bring a packed lunch
3. Find out if there are any dress codes they need to adhere to
4. Make sure they have their printed work booklet
5. On their final day they should give their employer a thank you letter

Any students who have not secured a placement must attend school as normal and report to school reception at 8:35 each morning. Year 10 Work Experience falls within the school enrichment week therefore, the normal timetable has been collapsed, students will be able to work independently on NEAs and have personal study time.

Kind regards,

Mr Bucknall  
Assistant Headteacher