

May 2019

To whom it may concern,

The aim of *Work and Community Placement (WCP)* is to provide students with a deeper understanding of the workplace and practical hands-on experience of the working world. It is a wonderful opportunity to try new areas of interest, develop new skills, challenge perceptions and make very useful contacts for future endeavours.

Monday work placement runs from **9th September - 18th May 2020 inclusive**.

Block placement dates are as follows:

30th September - 4th October 2019

30th March - 3rd April 2020.

Students work the hours requested by the placement within the following limits: minimum duration of 3 hours (i.e. 9am-12pm); maximum duration of 7 hours.

We would like to assure you that all students will be fully covered by the school insurance for all hours of placement. All work experience is on a voluntary basis and should not involve payment.

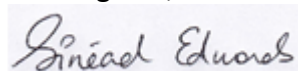
We have very high expectations of our students. It is the responsibility of the student to attend placement on the correct days at the agreed times and to notify the employer regarding absences or changes to the dates outlined. Students are aware they are representing both themselves and the school, and possible opportunities for students in the future. We expect all students to act in a mannerly and respectful way and complete tasks to the best of their ability.

In order to monitor attendance, we would really appreciate if you could sign the students *WCP logbook* every week and/or at the end of block placement. In order to make the process more meaningful, students are asked to reflect on their learning in their reflective journal. Students shall require more formative feedback from employers at the end of block week(s) and will distribute related forms at that time.

We are most grateful to all employers and agencies who offer our students an opportunity to explore meaningful areas of interest outside school. We acknowledge the commitment and time it takes to facilitate placements. We wish it to be an enjoyable and fulfilling experience for everyone involved.

Please feel free to contact me if you have any further queries or concerns.

Kind regards,



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