

January 2020

Dear Parent/Carer,

On **Thursday 5th March 2020**, Year 10 students are not required to attend school. They are to arrange a time to complete a pre visit with their chosen placement for the work experience programme.

Companies will soon be receiving letters informing them of the pre visit so will be expecting the students to make contact to arrange a suitable time to visit.

Students will need to wear school uniform as a form of ID on the date.

I would suggest that all students gather the following information:

- 1 – Start and Finish times of the placement
- 2 – Suitable clothing to wear
- 3 – Lunch time arrangements
- 4 – How to get to the placement
- 5 – Key outcomes of the work experience placement
- 6 – Health and Safety information for the work place.

Pre visits can last however long needed, but I would urge students to familiarise themselves with the route to and from the placement. Once students have completed their pre visit, I would expect all students to be completing their homework on the 'Show my homework' app, or revising / completing coursework.

Students completing their placements with Sandwell Council or Oldbury Academy, are to meet at Oldbury Academy. A time will be issued in due course.

A reminder that all students are representing Oldbury Academy whilst on work experience and also on the pre visit, so manners, respect and commitment are imperative.

If you have any questions about the visit please email me at dean.brittle@oldburyacademy.org.uk and I'll be happy to help.

Yours sincerely



Mr D.S. Brittle
Operations Manager / Work Experience Coordinator