

May 2024

Dear Parent/Carer,

On **Thursday 20th June 2023**, Year 10 students, who have found a Work Experience placement, 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.

Students are to contact their Work Experience Placement to arrange a pre visit with them at any time to suit, on the date mentioned above.

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 whilst at home.

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.

The final few placements are being checked by our Health and Safety Company through SIPS education. I must stress, there may be a need for SIPS to reject companies if the company does not comply with the Health and Safety requirements. If this is the case I will be in touch with you.

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