



February 2023

Dear Parents/Carers,

Yr. 10 Work Experience Week

At the end of this term, the majority of our year 10 students will be on their work experience placements. For those few students, who unfortunately could not be placed, they will be in school as usual. All students and parents/carers have been notified by email of these placements and a pack was issued to students in school.

This pack included contact information for each employer along with a Work Experience Journal for them to complete during their placement. Please ensure that your child contacts their placement in plenty of time so they can introduce themselves before their first day and agree hours of work during their experience week.

We have now received the majority of medical forms back, which will be sent to employers before the placement commences.

There are also "Student/Parent Agreement" (Health & Safety forms) which are produced by East Sussex Council, once they have undertaken any necessary Health & Safety checks. When these forms are ready, they will also be sent out to you for signing and returning as soon as possible.

Both the medical form AND the "Student/Parent agreement" form needs to be returned to Mrs Stanyard or Mrs Merry in the Learning Resource Centre to allow students to go on placement.

For those students who are going on the Ski Trip over the Easter holidays, they will still be able to do three full days of work experience Monday to Wednesday. We will expect them in school on Thursday morning unless their work experience is in the Seaford area, and they want to spend Thursday morning on their placement as well. It is up to students to communicate with their placements to agree and arrange this. Ski Trip Students who are going to their work experience placement on Thursday morning must be in school by lunchtime.

Students who do not have a work experience placement in the last week of term will be expected in school at the usual times. We will be putting together a programme for this week that will contain some careers related activities and some virtual work experience as well as some useful core subject intervention.

When students are on their agreed placement if they are off-sick, please notify school in the usual way.

Should you have any questions, do not hesitate to contact Mrs Stanyard at: KarenStanyard@seafordhead.org or myself.

Kind regards,

Mr. Pettinato, Francesco
Head of Year 10

Seaford Learning Trust

Mr R Ellis, Headteacher

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