

January 2024

Dan Walters

Academy Principal

Brompton Academy
Marlborough Road
Gillingham
Kent
ME7 5HT

T : 01634 852341

E : office@universityofkentacademiestrust.org.uk

W: www.bromptonacademy.org.uk

A University of Kent Academies Trust School

Dear Parent/Carer

Re: Year 10 Work Experience 22nd to 26th January 2024 – Next Steps

The Year 10 work experience week takes place in 2 weeks time, during the week beginning Monday 22nd January. Therefore, it is now time for your child to start contacting their placement over the next week to introduce themselves, and to ask what they can expect on their first day.

Your child will bring home their work experience information, along with the parental consent form this week, which needs to be signed by a parent or carer and returned to Mrs Laing as soon as possible. Please check the details on the job description and ensure all the information is correct. Please ensure that there are plans in place on how your child will be getting to their placement.

The students are all excited to be going on their work experience, some have already contacted their placement, which has helped to alleviate any nerves. The students will all be given a logbook, some of which would need to be completed by parents and carers prior to their work experience taking place.

If your child is off sick at any time during the week of work experience, please follow the Academy absence procedure by contacting the Attendance office to let them know. Your child should also please ring the placement to let them know that they will not be attending that day. Failure to inform the Academy of any absence could result in an unauthorised absence mark on your child's record.

If for any reason your child cannot continue their work experience, they will need to attend the Academy as normal.

Last year's students who completed their work experience had a fantastic week and came back to the Academy full of enthusiasm with what they had achieved and the skills they had learnt. I am confident students will achieve the same success again this year through this brilliant opportunity.

If you have any questions regarding your child's work experience, please do not hesitate to contact janelaing@universityofkentacademiestrust.org.uk

Your sincerely

Dan Greenwood
Vice Principal