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A University of Kent Academies Trust School

12<sup>th</sup> January 2023

Dear Parent/Carer,

### Year 10 Work Experience Update

As you are aware, work experience is due to take place from **Monday 30<sup>th</sup> January to Friday 3<sup>rd</sup> February 2023**.

Students have been given the job descriptions for their placements, along with the parental consent forms, which need to be returned to school once they have been signed. All students will be given their work experience logbooks this week.

Every effort has been made to allocate students from the choices that they had originally made using the Link2 website. Medway Education Business Partnership, our work experience provider, has worked hard to secure many placements at such a busy time of year. To this end, any changes to individuals' placements **cannot** be made as MEBP have now confirmed placements and students to the Employers.

#### **At least one/two weeks before the placement begins, students should:**

- Contact their employers to introduce themselves and, where stated on the job description, make arrangements for a pre-placement meeting. Usually, this is an opportunity to be shown around and to ask any questions prior to the start of the placement and is not a formal 'interview'.
- Complete the orange section of the Work Experience Logbook.
- Notify me if they wish to take part in the Excellence on Work Experience Award

#### **During work experience, students will:**

- Attend their placements and contact both the School and Employer if they are unwell or cannot attend.
- Complete the green section in the Work Experience Logbook.
- Ensure the employer completes the Employers Evaluation Form in the logbook. Staff from school will contact students whilst they are on placement, and it is hoped that visits may be made. If there are any difficulties experienced, please contact me at the school.

#### **After work experience, students should:**

- Complete the blue section of their logbooks including the Parent/Carer response and hand in their completed Work Experience Logbooks to me or their personal tutors. **The completed logbooks must be returned by Friday 10<sup>th</sup> February, 2023.**

- Visit the UNIFROG website, activities tool, to record a summary of their experience. Complete the link below to give their feedback <https://forms.office.com/e/bdyVmVJzyP>

If you have any questions or if I can support further, please contact me at the academy.

Yours sincerely,

Jane Laing  
Careers Adviser



**Artmark Gold Award**  
Awarded by Arts Council England



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