



Shenley Academy & Sixth Form,  
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30<sup>th</sup> January 2019.

Dear Parent/Carer,

### Work Experience 2019

As you are aware, your child will soon be starting their one week work experience placement. **For A-band students (X-band), this is the week beginning Monday 4<sup>th</sup> February 2019, and for B-band students (Y-band), it is the week beginning Monday 11<sup>th</sup> February 2019.** I would like to draw your attention to the following points:

- All students will be issued with a work experience log book which they must complete during their placement. This involves different aspects of self-reflection and development which is crucial in developing their employability skills. In addition, the log book also features sections to be completed by both the employer and also the parent/carers. All log books must be handed in to the form tutor on the day that the student returns to school. These will then be marked and students can achieve a bronze, silver or gold award. Furthermore, there is also the opportunity to win one of five £10 Amazon vouchers.
- Students need to make contact with their placement this week to confirm details such as the hours they will work, what they should wear, and who to report to on the first day. These details should be added to one of the first pages of their log book which reminds them to do this.
- Students must behave in a professional manner at all times and therefore should follow similar rules that are in place in school, such as no mobile phones or chewing gum.
- Finally, students have been reminded that for health and safety purposes, **they must stay on the site of their placement during their lunch break.** It is therefore recommended that students take their own packed lunch with them.
- If for any reason a student is unable to attend their placement, for example, family emergencies, appointments or illness, this should be communicated as early as possible with the host placement, and then also communicated with the school via the attendance office.
- Whilst students are on placement, we endeavor to make as many staff visits as possible, within reason, and based on location, to ensure students are making the most of their placement, and behaving professionally within the workplace.

Sadly, there are a few students who have been unable to secure a work experience placement for their allocated week. These students should attend school as normal, and will be given an amended timetable to follow. This will be given to them by their form tutor. If students who are not on placement do not attend school and no parental contact is made to explain why, this will be marked as an unauthorised absence.

In addition, there are a few students who have secured placements for 4 days only. Similarly, it is essential that on any day the student is not out on placement, they should attend school as normal.

This is an exciting and incredibly beneficial opportunity for students and they have been encouraged to make the most of it. Of course your ongoing support is greatly appreciated during this time, and if you feel you need to contact me regarding any issues regarding work experience, please telephone the school switchboard during normal working hours.

Kind regards,

Miss E. Stevenson.  
PSM of Mercury College and Leader of Careers Education.

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