



Grange Avenue, Wickford, Essex SS12 0LZ
T: 01268 471201
office@bromfords.essex.sch.uk
www.bromfords.essex.sch.uk

Friday 10th May 2024

Dear Parent/Carer,

I hope that you are well.

In advance of Year 10 students commencing their work experience next week, please see below some key reminders for processes during this two-week period.

Students attending their placement:

- must ensure that they notify their employer if they cannot attend (illness/transport issues etc) The school will be updated daily on student attendance.
- must arrive on time to their placement setting
- must be appropriately dressed for their placement setting
- must follow all rules/expectations of the placement setting
- if for any reason you feel that the placement cannot continue, please contact the school and ask to speak to Miss Lynch or Ms Byford.

Students based in school:

- must ensure that they arrive by 8.30am as per the normal school day and will be in school until 3pm.
- all students need to come into school via student reception where there will be staff/signage to inform them of where they need to go
- there will be a bespoke timetable in place for students remaining in school which will be shared with them on Monday
- if any student is unable to attend school, normal "reporting absence" procedures apply
- aside from those students who are doing formal work experience in school, all students must be in full school uniform#

I wish all of our Year 10 students the best of luck with the next two weeks and hope that they find the experience rewarding.

Yours faithfully

E Huet

Miss E Huet

Assistant Headteacher-Director of KS4

huede@bromfords.essex.sch.uk