



THE BOURNE ACADEMY

5 October 2021

Dear Parent/Carer

We are very excited to announce that we have launched the Year 10 Work Experience Programme today and your child will be given a pack this week with instructions on how to proceed.

The introductory letter has the information they will need to access the work experience database or to find their own placement. Please ask them to show you this so you are aware of what they will need to do. It is important they log on to the website and let me have their choices as soon as possible. They have been given a PIN, which is in the letter and they will need to use this to access the database, along with their name, exactly as it is on the letter. They shouldn't use shortened names or add middle names.

If your child would prefer to find their own placement, either with a family member or friend, or approach an employer themselves we are happy for them to do so. There is a form in the pack for details of own placements. Once this has been agreed with the placement you, or your child should complete the form and let me have it.

If you have any queries or your child has difficulties getting on to the website please don't hesitate to contact me at Josephine.warren@thebourneacademy.com

Your child can also come to see me in the Sixth Form Office.

Kind regards


Jo Warren

Work Experience Co-ordinator and Sixth Form Administrator

Principal: Mr Mark Avoth

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