

**Our Ref:** SA: Admin/Letters/WEX/WHT/WIL

**Date:** 6<sup>th</sup> December 2023



EST **RUSKIN** 1909  
Community High School  
Learning Together. Achieving High Standards

## **WEX – 18<sup>th</sup> – 22<sup>nd</sup> December**

Dear Parents and Students

As we near Work Experience week I would just like to remind students of some key points of preparation.

1. If you have not done so already please contact your placement/employer and make sure you are aware of:
  - **Uniform expectations** – what they would like you to wear
  - **Lunch arrangements** – what time you will be taking lunch and if you need to take a packed lunch
  - **Confirm your hours of work** – don't assume that your employer's day follows the school day.
2. If you are absent during WEX week you need to:
  - Telephone your employer as early as possible and explain why you are absent
  - Telephone the school and explain why you are absent.
3. If you have any issues during the week let school know. You will all receive a visit during the course of the week but please let us know if you need support.

Finally, this work experience week is a brilliant opportunity for you to develop the skills that employers are looking for: resilience, communication and ambition. I realise that it is daunting for a lot of you but I know you are more than capable of having a successful and purposeful week.

Yours sincerely

*S Whitefoot*

Mrs S Whitefoot

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