



DUNBAR GRAMMAR SCHOOL

Dunbar Grammar is a caring community where you can RISE to be your best

RESPECT

INCLUSION

SUPPORT

EFFORT



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9th September 2019

Dear Parent / Carer,

S4 Work Experience

Each year, our S4 cohort, participate in a week of work experience. This year, this will take place over two weeks. 4C1, 2 & 3 will be the week beginning 11th November and 4C4,5 & 6 will be the week beginning the 18th November. Hopefully your son or daughter will already have had some conversation with you about this as we have been preparing for it since August. All pupils have been issued with a welcome letter, which includes their password and username for the Workit database which lists job opportunities.

Most of the students have started to research where they are going for their placement, they have either looked at jobs on the database or investigating arranging their own placement. The Self-found placement link, is on the welcome letter and should be emailed to employers and completed by 28.09.19 in order to give Gateway, the company who check that the placements are suitable, time to make the necessary health and safety checks. It may be that some students do not manage to secure a placement in November and we would endeavour to offer another opportunity for them to go out on placement at some point in the future. If this is the case, students would attend school as normal during the work experience week.

Once students have been booked on a placement, they will bring home a permission form which requires a parent / carer signature. Your help in ensuring this is returned to your child's guidance teacher in good time would be much appreciated.

Any student who needs to make use of public transport to get to their work placement will have their travelling expenses refunded on production of the relevant bus/train tickets.

If you have any questions about the work experience arrangements, please do not hesitate to contact your child's guidance teacher.

Yours faithfully,

The Guidance Team