



Meole Brace School

Dear Employer,

Thank you for accepting one of our students for a Work Experience Placement in the week of Monday 4th July to Friday 8th July 2022.

Work Experience is an excellent opportunity for students to learn about the world of work. We would be grateful if you are able to design a programme for students to understand first-hand what your type of employment involves in order to make more informed decisions for their future career.

Students are required to attend this placement for a full 5 working days; they should work for no more than 8 hours a day between the hours of 0700 and 2100. For every 4 hours worked they should receive a 20-minute break. Please ensure that you have informed students beforehand of any specific arrangements or requirements such as dress code.

As part of arranging this placement, you will be contacted by a company called Education Business Links (EBL); this organisation has been contracted by the school to carry out the necessary Health and Safety checks. After the initial paperwork has been completed, some placements will be visited by a member of the team. If your company has hosted a Work Experience student and been checked by EBL recently, they will not need to carry out a visit.

After the placement has finished, I would be very grateful if you are able to give feedback on how it went using the form attached. This can be returned to school with the student or emailed directly to myself at Richardson.L@meole.co.uk.

Should you have any further questions before or during the placement, please don't hesitate to get in touch.

Yours Sincerely,



Mrs Laura Richardson

Careers Leader

Headteacher: Alan Doust

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