

29 November 2021

Dear Parents/Carers

Work Experience

I wanted to write and let you know of a fantastic opportunity we have in the New Year for the students, working in collaboration with Ways into Work and Johnson & Johnson. We are looking initially to take two students on a six week placement in either the catering or postal departments.

Students will be supported by Manor Green Careers staff and will be taken to and from school by car or minibus. The placement will be 10am - 2.15pm and the students will receive a free lunch and refreshments.

There will be a presentation in class for students, and those that are interested will be required to fill out an application form. Once the applications are completed, interviews will be held and students will receive feedback if they have been successful or not.

The placement will be running on a Tuesday in two six week blocks, before and after Easter, the first commencing 11, 18 and 25 January then the second block is 1, 8 and 15 February. If this first rotation is a success, we will be able to take two more students, they will be chosen from the first round of applications and interviews.

We are also hoping to offer work experience placements internally from the New Year, these will include reception, facilities, café and health and beauty.

If you have any questions then please do not hesitate to contact me.

Yours faithfully

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