

26 April 2021

Dear parent, guardian and carer

VIRTUAL WORK EXPERIENCE: 24th May- 28th May 2021

During the week commencing 24th May your son/daughter will be required to participate in a 'Virtual Work Experience programme' operated by the school in association with EBP South and The Changing Education Group. The Virtual work experience programme aims to give young people a taste of 'The World of Work', so that they may begin to appreciate the demands which will be made upon them when they enter employment after they have completed their education.

Virtual Work Experience has been organised with the help and cooperation of EBP South and Changing Education. Each student will be expected to complete the programme and engage in all preparation tasks to ensure an appropriate placement and meaningful experience. The school will cover the costs of the programme and as such there will be no charge to parents.

We expect **ALL** students from the whole ability range to take advantage of the opportunities offered by the Work Experience scheme. As you might appreciate, due to Covid-19 restrictions organisations have been unable to offer the traditional programme of 'in person environment' and as such have sought to find a suitable alternative that will still enable your son/daughter to benefit from work experience this year. As such we require your son /daughter to complete the google form regarding consent for data sharing to be completed immediately as we need to ensure that the necessary administration procedures are in place. The personal data we need to share includes: name, date of birth, school email address and their Unique Learner Number, all of which we hold on record. Students will be directed to the form here: <https://forms.gle/1qaUPnVwx1WxMoe68>. This year, EBP South and Changing Education have introduced the 'ConnectED' App to allow students to secure work experience placements quickly without the need for paper forms. The app can be downloaded for free from all app stores. Once we have submitted all data your son/daughter will receive an invite link/QR code via their school email address.

A copy of the data processing policy can be found here: [Data Processing and Privacy Policy](#)

We will be launching an information assembly next week to inform students of the process of obtaining their placement. It is imperative that all students meet the deadlines as per instructions to ensure their placement and timetable is in place at least 2 weeks prior to the commencement date.

If you have any queries about the scheme, please do not hesitate to contact me at school.

Yours faithfully



Debbie Porter
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