

Dear Parent/Carer,

We are writing to inform you about an exciting opportunity we are piloting, during Term 6 for some Year 8 pupils at Selwood Academy, with a view to opening this up in future years.

As part of our commitment to providing a well-rounded education and preparing our pupils for the world of work, we are excited to introduce our "Junior Business Assistants" work experience programme.

This programme will give our Year 8 pupils the chance to gain valuable, hands-on experience in the day-to-day operations of our school's business functions. From 08:45 to 09:45 and 12:05 to 13:05, selected pupils (two per day) will have the opportunity to work alongside our Business Team, learning and contributing to a variety of tasks, which may include:

- Organising the reception area to ensure a welcoming space
- Overseeing the office recycling
- Liaising with tutors as required
- Grounds support and litter picking
- Designing posters for school events (marketing)
- Assisting with reprographics
- Welcoming and assisting visitors

This work experience programme will be fully supervised, and we are confident that it will provide our pupils with a valuable glimpse into the world of business support, helping to develop essential skills for their future. We believe that this opportunity will not only be educational but also enjoyable for our pupils. It is our hope that through this programme, our Year 8 pupils will gain a better understanding of the inner workings of a school, develop a sense of responsibility, and enhance their confidence and communication skills.

If you prefer that your child does not participate in the "Junior Business Assistants" programme, please contact the school email address at your earliest please.

We are excited to offer this opportunity and look forward to seeing our pupils thrive in this real-world work experience.

Yours sincerely



Melissa Singer
Director of Business & Finance



Andy Ellett
Assistant Head Teacher

'Let your light shine before others' Matthew 5 v 16
Head Teacher: Mr Daniel Jeffries BA(Hons) MA NPQH NPQEL

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Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.