



September 2019

Dear Parents and Carers

## **Re: Year 8 - Work Experience Opportunity**

Work experience forms an increasingly important part of the educational process for students at South Dartmoor Community College. These opportunities provide invaluable insights into the world of work and help students to develop the skills and qualities they will need for future employment.

The College has arranged for all Year 8 students to participate in work experience for one day. They will be employed as an 'Office Monitor' and will be based in Student Reception. They will be expected to arrive for work promptly at 8.50am and will finish at 3.35pm. Attached is a job description and person specification for the role of Office Monitor. Please could you read this through with your child to help them understand the role and what will be expected of them throughout the day.

The students will be working in pairs for the day and will be informed of their allocated day prior to their work experience. As with any job, there may be periods when the office is quiet. We would like your child to bring in a reading book and/or homework that may be done at this time. They are to wear full College uniform whilst at work, particularly as they will be meeting parents, carers and visitors to the College.

If you have any queries regarding this, please do not hesitate to contact Dan Vile (Assistant Principal) at the College.

Yours sincerely

Dan Vile

Assistant Principal

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### **'Work Experience Opportunity' – Year 8**

Please return **only if you DO NOT** wish your child to take part in the Work Experience opportunity.

Name of Student: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

**Please return to your Tutor**