

SHOEBURYNNESS HIGH SCHOOL

A member of SECAT (Southend East Community Academy Trust)



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Headteacher: Mr Mark Schofield

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Dear Sir/Madam

Thank you for showing interest in our Work Experience programme. The dates are 9-20 July 2018 inclusive.

Many local employers have participated in the Work Experience scheme in previous years and we are grateful for their support. Both students and organisations have benefitted from this initiative.

If you are able to offer work experience could you please complete the attached Work Experience Self-Placement form and return it to the student who will then bring it into school. The contacts below will then process all the paperwork and will be available to support you and arrange a visit if necessary.

Mrs Sue Wood, Work Related Learning Administration (ext 192)
susanwood@shoeburyness.southend.sch.uk

Ms Sally Carrington, Assistant Headteacher and Work Related Learning Co-ordinator (ext 144)
sallycarrington@shoeburyness.southend.sch.uk

Thank you for your initial support. If you have any queries please do not hesitate to contact Mrs Wood in the first instance.

Yours faithfully

A handwritten signature in black ink, appearing to read "Sally Carrington".

Sally Carrington
Assistant Headteacher

