



THE SPALDING
SPECIAL SCHOOLS FEDERATION

**THE PRIORY
SCHOOL**

Achieving Together

6/9/2016

Dear parent/carer

I am writing to rectify confusion caused from information on the parent and pupil work experience agreement.

All pupils, unless agreed prior to the placement beginning, will be escorted to their placement in the school minibus. Pupils should attend school as normal, on county transport, and school staff will organise the pupil getting to the placement. We do have a small proportion of pupils working in their home town and we have had discussion with those pupils' parent/carers, prior to the placement, about those pupils making their own travel arrangements. The agreement currently reads that all pupils need to make their own arrangements. This is a generic error on all forms and we have contacted EBP to have this removed in future years.

All pupils will be required to stay on the premises for their placement until they are collected or when their placement finishes. **No pupil is to leave the premises** for lunch and parents/carers should provide their child with a packed lunch. At the end of their shift pupils must wait for Priory staff to collect them. Pupils who are making their own transport arrangements are free to leave once their shift is complete. Some placements will provide pupils with a hot/cold lunch and this will be stated on their agreement. Pupils who receive a free school meal will have a packed lunch provided by the school.

Should you have any more queries regarding work placement please contact either myself or Mrs Deathridge at school.

Mr Flatt
KS4 Phase Leader



"Where Learning Comes First"

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