



**Headteacher**

Mrs Nicole Chapman, BA, MBA

# Chelmsford County High School for Girls

A Foundation Grammar School and Specialist College

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To the Parents of all Year 11 Students

## Work Experience Debriefing and Sixth Form Induction

This is to remind parents that the authorised period of work experience for Year 11 students begins next week, from Monday 28<sup>th</sup> June to Friday 9<sup>th</sup> July 2010 inclusive; any variation to these dates required official approval from the Headteacher. During their work experience, all students are expected to complete the work experience diary provided as a record of their placement. The diary will be a useful resource for future jobs and for university applications. Please ensure your daughter is aware of and fulfils this requirement.

Whilst on work experience your daughter will be contacted by a staff member, either by a phone call or a personal visit. They will wish to talk to your daughter and her supervisor about her progress during work experience. This contact will take place approximately 2 - 3 days after she has started the placement.

If for some reason your daughter is ill or cannot get to the placement on time, please contact the placement to advise them as soon as possible on the day in question. We also ask that you contact the School to tell them about the problem, either via the Main School Office or through me directly at the e-mail address shown below.

Work experience is usually a very enjoyable time for the students. Please encourage them to dress appropriately, be punctual and polite, and get fully involved in the activities at their work placement. The past record of students from this School is excellent on all these counts and the employers are usually overwhelmed with their commitment and abilities. I am sure this will also be the case with this year group. The girls always seem to rise to the occasion.

**Finally, may I also remind parents that the Work Experience Debriefing and Sixth Form Induction takes place on the morning of Monday 12<sup>th</sup> July 2010; this is an official school event running from 8.50am to midday and all students are expected to attend. Registration on this day will take place in the School Hall. In preparation for Sixth Form, students should wear appropriate smart dress.**

Yours sincerely

Mr J Moore  
Work Experience Co-ordinator  
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