



# Venerable Bede Church of England Academy

## Northern Lights Learning Trust



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Headteacher: Mr D Airey (BSc Hons)

Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed.)

CEO: Jo Heaton OBE

6<sup>th</sup> July 2023

EGC/VDG

### Re: Work Experience Week – Year 10

Dear Parent/Carer,

Venerable Bede Academy's work experience week for Year 10 pupils commences on 10<sup>th</sup> July. We hope those going out on work experience are looking forward to their placement.

For those pupils on placement, pupils are expected to attend 100% of the time with excellent punctuality and enthusiasm. If a pupil is unable to attend their placement due to illness/unforeseen circumstances, they must ring both the placement and school by 8.30am (even if they have been off previous day/s). Pupils have also been provided with a booklet which they must complete during their placement. Employers will complete an evaluation at the back of this booklet on completion of the work experience.

Those that have not organised a placement, must attend school as usual. They will be given a room to report to each morning.

If you have any questions or concerns at any time, please do not hesitate to contact the school by phone or myself via email at [gail.carr@venerablebede.co.uk](mailto:gail.carr@venerablebede.co.uk).

Kind Regards,

Mrs. Gail Carr

(Careers Lead)



**Northern Lights Learning Trust** is a company registered in England & Wales (07909140) with its registered office at Benedict Biscop Church of England Academy, Marcross Drive, Moorside, Sunderland, SR3 2RE.