

Tomlinscote School & Sixth Form College



A Specialist Language College

14th December 2018

Dear Parent/Carer

As you are aware your son/daughter will be carrying out their work experience from 24th – 28th June 2019.

Following the information evening at the beginning of November, the work experience office have not received many application forms. Some students have visited the WEX office and staff are helping them find placements and sorting out queries, but we would like to receive more completed forms.

If your son/daughter has emailed employers and not heard back, please encourage them to follow up with a telephone call. Employers enjoy talking to our students and they may secure a place quickly once they discuss the placement over the phone.

The Christmas break is also an ideal time to visit placements such as retail shops, hotels, coffee shops/restaurants and garden centres. Don't forget to take along the application form to speed up the process. A copy of the application form can be found on the website (Please click on the Students tab, Careers, Work Experience).

If your son/daughter would like help, the work experience office is open during break, lunch or after school and is on the first floor of the Vocational Centre. Please remind them to visit as soon as possible.

The deadline for the work experience forms is **FRIDAY 1ST MARCH 2019.**

Yours sincerely

Mr R Major
Head of School

*Executive Principal: Mr I M Hylan, MA BSc
Tomlinscote Way, Frimley, Surrey GU16 8PY
Email: Office@tomlinscoteschool.com web: www.tomlinscoteschool.com
Tel: 01276 709050 Fax: 01276 709060*

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Registered Office: Prospect Avenue, Farnborough, Hants GU14 8JX

