**Note of explanation**

In Work Skills, we are currently finishing all the paperwork stemming from the students’ work experience.

Some students have already compiled all three pieces of feedback (the employer’s; their parent / carer’s and their own self-assessment of how things went) in their folders. Well done!

However, in several cases, students still have yet to receive the employer’s feedback (we posted out ‘Thank You’ letters recently, and enclosed blank feedback forms for the employers to fill in and return to us at school) and therefore they have not brought their Work Experience diaries home, for you as Parent /Carer to read and then fill in your own feedback. They have not done ‘the last piece of the jigsaw’ either, which is the self-assessment.

Therefore, alongside this document, you will find another document which I’d like you to open, read through and complete. Many thanks!

We have been told we should not add students names to these documents, for confidentiality reasons. I thought it would help if I list the initials of those students who need to do this work:

HA

EB

LC

BH

SJ

JM

Many thanks! Mr Cartwright

18.3.20