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WESTFIELD
Community Technology College
Careers' and PE Department



March 2010

Tolpits Lane, Watford
Hertfordshire WD18 6NS
Mrs Wendy Brown
Careers' Leader

Dear Employer,

Tel: 01923-231560 ext 1103
Email: wendy.brown@westfield.herts.sch.uk

Re: Work Experience 1st - 12th march 2010

I am writing to thank you for providing Work Experience last week. As a school we recognise the debt we owe to companies such as yours for your willingness to participate in the Work Experience Scheme, new this year for our BTEC Level 3 students. We very much hope that you will feel able to continue to offer such placements.

We are grateful to you for the considerable amount of time and effort that you have put into creating a worthwhile week/two weeks of work experience which we believe will have long lasting benefits. I would be grateful if you would also convey my thanks to all the other staff that assisted in any way.

The feedback from employers and the students this year was very very positive. The students have returned brimming with enthusiasm about their placements, the activities they undertook and the experience and knowledge they have gained. When the students were asked what they liked most about their week, comments like, "I enjoyed having my own responsibility"; "Everything"; "It was perfect!" could be heard. And what would you change was my next question, 'Nothing!' came back the answer.

I always feel that Work Experience is a wonderful opportunity for our students. This is the first full year of the BTEC course and this module not only gives the students the opportunity to achieve merit and distinction levels but hands on experience for courses the have decided to study at university, or for some open their eyes to the possibilities they could achieve.

Reading their thank you letters, diaries and reports has made me feel proud of our students who I believe (I haven't really heard otherwise) that they all found the experience extremely rewarding (even if the placement wasn't quite what they are thinking of pursuing!) They have been a credit to themselves.

Once again this does not happen without all of your time and effort and I thank you personally and on behalf of the school, the students and their parents.

Yours sincerely

Wendy Brown
Careers Coordinator/AST



INVESTOR IN PEOPLE