

Newpark Comprehensive School



Transition Year Work Experience

Dear Sir / Madam,

Thank you again for facilitating our work experience scheme for Transition Year students. We really appreciate your help and support – without you there could be no programme. Over the years our students have found the Work Experience placements extremely beneficial and interesting and we hope that they contribute to your workplace in an enthusiastic and thoughtful way. No payment is expected for work experience as it is considered to be part of the student's overall education.

Enclosed is a progress report which we ask you to complete and return to the school at the end of the placement via the student, or by post if you prefer. Please return the form as soon as possible as it is very important for our student records and Transition Year assessment.

Should you experience any difficulty during the placement, please do not hesitate to contact me at Newpark.

Yours faithfully,

Anna Johnston
Work Experience Co-ordinator