

Letter to Parents

Date

Dear Parent/Guardian:

Your son/daughter is enrolled in Work Experience 12A at (school name); this program combines classroom theory with practical workplace experience. It includes 90 hours of work experience at a community worksite. Generally, students complete one week of work experience in Grade 11, and two weeks of work experience in Grade 12; however, other schedules can be arranged.

Student's responsibilities are to:

- maintain contact with the Work Experience supervising teacher
- complete and return all necessary documentation (résumé, Work Education Agreement form, teacher consent form, etc.)
- schedule and attend an interview with employer before work begins
- be punctual and well-groomed
- follow instructions and work cooperatively, safely, and diligently on the job
- maintain a positive attitude
- respect the confidential nature of the workplace
- notify teacher, employer, and parent in case of absence, injury, or any job-related problems
- arrange with classroom teachers to keep up with other course work

Other important information:

- students are considered present, but off-campus, while on work experience
- students are covered by Vancouver School Board insurance and WorkSafe BC if they are working at a standard workplace as outlined in the Ministry of Education Work Experience guide. (2014)
- work experience is unpaid
- students will be assessed on their performance at the worksite
- WEX 12A is worth four credits

Please contact me if you require further information.

Sincerely,