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# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

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12<sup>th</sup> March 2024

Dear Parent/Carer

Just another gentle reminder that if your son/daughter is sourcing an 'own' placement for their work experience, the placement form needs to be fully completed and returned to me at school by deadline of the **15<sup>th</sup> April 2024 (own placement form attached)**. The completed form will be sent off to the BEP group who will ensure all of the placements are in accordance with the DofE Standards for Work Experience and HSE guidelines. Please be reminded that the placement dates for work experience are Monday 15<sup>th</sup> July - Friday 19<sup>th</sup> July 2024 inclusive.

If your son/daughter has been unable to secure an 'own' placement they will be able to log on to the BEP Group web site <http://bep.learnaboutwork.net>. They will be given a pack with a unique pin number the week before by me at school in order to pick four live jobs on **Friday 24<sup>th</sup> May 2024**. Please be aware that on the 24<sup>th</sup> May all of the schools in the borough that use BEP Group to facilitate work experience will be able to log on to make their choices. I would highly recommend this is completed at home under your supervision to ensure that your child is happy with the potential placement and they are able to travel there. **Students that haven't made a choice by Tuesday 4<sup>th</sup> June will be asked to make their choices with me at school.**

Once the BEP Group runs the allocation students will be able to log back onto Web view to see if they have been allocated one of their choices on 7<sup>th</sup> June. If they have been unsuccessful, they must make further selections from the live job list by Thursday 13<sup>th</sup> June - allocation will then be run again. Students will then be notified about which placement they have been allocated in the form of a letter.

Please be aware if a student or parent cancels a BEP database allocated placement after the allocation, then a cancellation fee of £20 will apply and a re-placement charge of £56.50 for any new placement will be charged. The school will be charged by BEP and we will be obliged to pass the cost onto you.

**I also wanted to make you aware that I will no longer be looking after the year 10 work experience programme. Mrs Donnellan will be coordinating it in the interim until my replacement is appointed. Please email or hand any own placement form to her directly her email is [mndo@cooperscoborn.co.uk](mailto:mndo@cooperscoborn.co.uk) or 01708 251824.**

Yours sincerely

Mrs S King  
Head of Careers