**Welcome to Supported Internship**

Dear Students and Parents/Guardians, Welcome to our supported internship! We are delighted that you have chosen to join us for what promises to be an exciting and rewarding academic year. This letter contains essential information about your first days and important requirements for the programme.

**Welcome Days** **Monday 1st September and Tuesday 2nd September**

* **Time:** Please arrive between 8:45 AM and 9:00 AM
* **Location:** Outside the barn - look for the Progression Pathways sign
* **Important:** New students should NOT attend on Wednesday, Thursday, or Friday of this first week **Full-time studies commence:** Wednesday 10th September

**The supported Internship Theory will run Wednesday and Thursday with Supported Internship Placements running Monday, Tuesday and Friday.**

**Welcome Pack Contents** Your welcome pack includes several important documents that require your immediate attention:

**1. Welcome Day Timetable** This will guide you through your first two days with us.

**2. Code of Conduct**

* **Must be signed by both the student and parent/guardian**
* **Return date:** Monday 1st September

**3. Work Experience Forms**

* **Completion deadline:** Monday 1st September

**4. Consent Forms**

* **Return date:** Monday 1st September

**5. Baseline Assessment/Self Evaluation**

* **Return date:** Monday 1st September
* **Important instructions:** Please allow your young person to complete this assessment independently with minimal guidance
* **Purpose:** This assessment helps us understand each student's starting knowledge level across different areas, enabling us to support them in reaching their full potential

**Mathematics and English Initial Assessments** Students will be required to attend Mathematics and English initial assessments in the welcome days. Please encourage your young person to try their hardest, but reassure them that these are assessments, not exams, and are designed to help us provide the best possible support.

**Next Steps** Please ensure all required forms and assessments are completed and returned by Monday 1st September. If you have any questions about the programme, welcome days, or any of the documentation, please don't hesitate to contact us.

We look forward to meeting you during the welcome days and to supporting your young person throughout their Supported Internship journey.

Yours sincerely,

The Supported Internship Team