

Our ref OFA/RMY/TC

10 October 2017

Dear Parents, Guardians & Students

**Year 8 Thomas Dudley Project - Business in the Community**

Your son/daughter has been invited to join an exciting new project that has started in school. This links Ormiston Forge Academy with a successful local business, this being Thomas Dudley, based on the Birmingham New Road near to Dudley Castle. [www.thomasdudley.co.uk/](http://www.thomasdudley.co.uk/)

The focus of the project is to encourage employer engagement in school curriculum and for pupils to understand the 'world of work'.

The project will involve your son/daughter visiting Thomas Dudley and also working with their staff within school. There is no charge for taking part in this project as it is fully funded. Transport to and from any event will be by school minibus and accompanied by school staff at all times.

Students are expected to attend any session of the project in their school uniform. Thomas Dudley will provide refreshments when we visit them and please let me know if your son/daughter has any specific requirements that we need to be aware of. This can be done on the consent form provided with this letter.

The project will run over nine sessions, please see below:

1. Design Briefing - half day visit to Thomas Dudley - **Wednesday 1st November (am)\***
2. Research - half day in school - **Friday 3rd November**
3. Concept Design - half day in school plus one lesson visit from Thomas Dudley staff - **Wednesday 8th November**
4. Concept presentation - half day at Thomas Dudley to present concepts - **Wednesday 22nd November (am)\***
5. Design development - half day in school plus one lesson visit from Thomas Dudley staff - **Wed 9th December**
6. 3D Design - 1 day at Thomas Dudley working with designers - **Wednesday 6th December\***
7. Prototyping - 1 week for Thomas Dudley to produce rapid prototypes
8. Final presentation - half day at Thomas Dudley to present final concepts - **Wednesday 10th January 2018, 1-3.30pm, return to school for 3.45-4pm depending on traffic\***
9. Manufacture of product at Thomas Dudley.

**Any session indicated with an asterix (\*) will take place with a visit to Thomas Dudley. To save time and completing paperwork the consent slip attached is giving permission for your son/daughter to attend ALL sessions as outlined above. All sessions will take place within the normal school day.**

When visiting Thomas Dudley in Sessions 1 and 4 we will leave school at 08.45am, so pupils must be prompt to arrive to school. We need to be there by 9- 9.15am and we will return to school for your son/daughter to have lunch at 1.25pm.

Please complete the form below and return it to me with a completed OA2 form as soon as possible.

This is a very valuable opportunity for your son/daughter to raise future aspirations.

Yours sincerely

**R McCarthy**

Ms R McCarthy  
Director of Work Related Learning



REPLY SLIP

Student Name ..... Form .....

I would like my son/daughter to take part in ALL of the sessions of the Thomas Dudley project, running from November 2017 to early January 2018.

Please list if there any medical or food concerns:

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Signed ..... (Parent/Guardian)