



ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



18 May 2026

Dear Supported Interns and Families,

Ref: SI placements – clarification on the contingency protocols related to Job Coaches

I am writing to provide clarification regarding expectations and arrangements for you, the students participating in Supported Internships, and for your families.

Securing a Supported Internship placement is a significant achievement and students who are offered these opportunities are nearing work readiness and have demonstrated the skills, maturity and independence required to access workplace environments successfully with appropriate support.

As part of preparing for adulthood and future employment, Supported Interns are encouraged to develop increasing independence. This includes, where appropriate, travelling independently to and from their placement, whether their placement is based at Abbot's Lea School or with another employer.

Supported Internship programmes are designed to reflect the realities of employment and adult life, and yet are, inherently, dependent on the Job Coach as the intern's guide.

There may occasionally be circumstances where a Job Coach is unavailable due to illness or other unavoidable reasons. In these situations, families should expect a telephone call from the Job Coach by 7:00am to confirm any changes to the day's arrangements, including whether interns are required to attend their workplace placement. The Job Coach will also notify their employer, Red Apple, accordingly.

Instead, interns will be expected to use the day productively for self-study and completion of assigned work related to their internship programme. This is an important part of developing the independence, responsibility and flexibility expected within employment settings.

Where an intern uses Local Authority-provided transport, it is also the responsibility of the intern, supported by family where needed, to cancel transport arrangements for that day.

We appreciate that these arrangements may differ from previous educational experiences, however, they are an important part of preparing young people for the expectations and responsibilities of adult employment – increasingly flexible in nature - and independent living, where last minute changes occur and a contingency plan for meaningful day must be developed.

We are extremely proud of the progress our Supported Interns continue to make and thank families for their ongoing support in helping students develop the confidence, resilience and independence needed for future success.

If you have any questions regarding Supported Internship arrangements, please contact Mr Mason, Assistant Headteacher - Secondary Department.

Yours sincerely

A handwritten signature in blue ink that reads "A Hildrey". The signature is written in a cursive style with a small flourish at the end.

Mrs A Hildrey
Headteacher