



Katie Morely
Post 16 Springhallow
485 Greenford Road
UB6 8SR

Wednesday 13 December 2023

Dear Katie,

RE: Harveen – work experience on 'BEE a sweet entrepreneur' project with Oldfield Primary School



Thank you so much for allowing Harveen to come on work experience with us on our recent 'BEE a sweet entrepreneur' event which was funded by Young Ealing Foundation. It was an absolute pleasure working with her. (Picture above depicts Harveen with all the Business Volunteers who attended the event.)

The process began on 22 November when we met with Harveen and her teacher Estine. We talked about the expectations we all had, and the jobs we would be asking her to do on the day of the event.

The event which Harveen had agreed to assist us on involved ninety students from Oldfield Primary School. These students would be split into teams of five, and, over the course of the morning create a Sweet Packaging business. The students would be supported by the twelve Business Volunteers we had invited. They would take on different job titles such as Operations Manager / Finance Director / Graphic Designer etc...; work out their finances; decide on which sweets and sweet packages to use; design their business logo; create their prototype sweet package; and finally, develop a convincing pitch. Harveen's job - as Event Assistant - was to look after the Business Volunteers; make them tea - offer them biscuits; hand out papers; serve the sweets and general ad hoc support.

Harveen understood what her job would be, and agreed to accompany us to the student briefing on 28 November where she showed the students the resources they would be using to create their sweet packages and presentations.



On the day of the event, we gave Harveen her own clipboard which had the programme plan and the list of Business Volunteers. One of Harveen's jobs was to ensure the register of

volunteers was complete, and to record the refreshments the Business Volunteers wanted. Harveen did particularly well in this role of engaging with the Business Volunteers – she was very friendly and I know that the volunteers all enjoyed spending time with her.



Harveen was a great help dispensing the sweets to the student teams. In fact, we would have struggled without her!

We really appreciated all Harveen's hard work and look forward to working with her again in the future!

Yours sincerely,

Lisa Quinn
Director-BEE

Karen O'Connor
Director-BEE

CC Estine Kirsten – Harveen's Class Teacher & Sam Armstrong – Job Coach