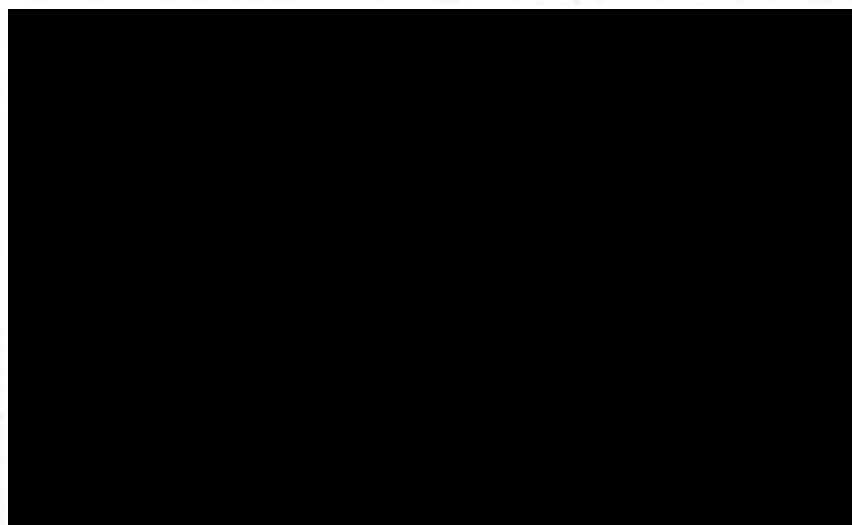


# **APPENDIX D**





**ADDRESSEE ONLY**

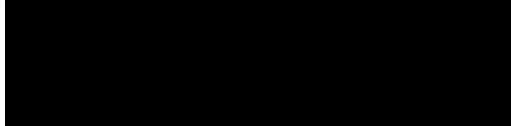


Brittany House,  
New North Road,  
Exeter,  
EX4 4EP

Tel: 01392 715700

30/04/2025

**SA2020 Community Order – STARTING BLOCKS ALL DAY INDUCTION APPOINTMENT**

Dear 

In order to be able to start your Unpaid Work hours, you will need to attend an Induction Session so that we can explain all about Unpaid Work and you will have the opportunity to ask questions so that you fully understand what you need to do.

You are instructed to attend a Starting Blocks induction session on

**DAY: Saturday**

**DATE: 17/05/2025**

**START TIME: 09:00**

**END TIME: 15:00**

**MEETING AT: Brittany House, New North Road, Exeter, EX4 4EP**

Please note that this session is mandatory, and you will be unable to complete any of your hours if you fail to attend. In addition, all failures to attend will be strictly enforced and a warning letter will be issued. (Two warning letters will result in formal breach action and your Probation Practitioner will be able to explain to you what this could mean in your particular circumstances).

The Induction day will consist of a Group Health and Safety Presentation giving you an Introduction to the aims of Community Payback, an Individual meeting with a Placement Coordinator to discuss your ongoing Unpaid Work Instructions and end with your First Session of Unpaid Work.

So that we can get you onto your first work session, we need you to come dressed in suitable clothing and footwear as outlined as followed.

You will also need to do the following:





1. Bring a packed lunch, non-alcoholic drinks and be self-sufficient for the day as you will not be able to visit a shop during this session. Please be aware that not all Unpaid Work placements have cooking facilities available so please ensure your lunch does not require the use of any cooking appliances.
2. Please attend your Unpaid Work placement dressed suitably for the weather conditions and work of a manual nature. Shorts, sleeveless t-shirts or flip-flop type shoes will not be suitable for you to be able to complete your First Work Session.
3. Smoking and/or vaping is not permitted in the workplace or in the vehicle, sufficient breaks will be available during your working day as agreed with your Unpaid Work Supervisor.

Included with this letter is a copy of the Unpaid Work Information Leaflet which it is important for you to read to familiarise yourself with the expectations of your Unpaid Work requirement.

If you are in any doubt or have any problems which may affect your ability to complete your Unpaid Work requirement, please contact your Probation Practitioner for advice and to discuss your situation.

We look forward to seeing you at your first session and we will work with you so that that you get the most benefit out of your sentence as well as providing community payback.

Yours sincerely

Community Payback Team