

December 2023

Year 10 Work Experience Placement

Monday 22nd April to Friday 26th April 2024

Dear Parent/Carer,

As part of the Year 10 Careers Programme, we would like all pupils to undertake a five-day work experience during the week beginning Monday 22nd April. Work experience aims to provide all young people with an opportunity to:

- obtain a wider awareness of the world of work
- learn how their skills can be applied outside the classroom
- increase their economic understanding
- relate their studies to the world of work and training.

In order to secure placements for all pupils we are asking that families discuss the type of work experience your child wishes to undertake and then research and contact organisations/employers directly to gain an agreement before the school make contact and begin the assessment of suitability and Health and Safety checks. We are asking that all children have a placement agreed in principle by 6th January to allow school to complete the necessary checks.

Your child will receive an email with an example letter/email that can be used to contact employers to express interest in a work experience placement and guidance on how to make an effective approach to organisations. This should be amended to make it more relevant to your child and their potential placement.

When you have secured an agreement in principle for a placement, please ask for the information on the attached initial contact form to give the school the overview needed to begin the vetting process.

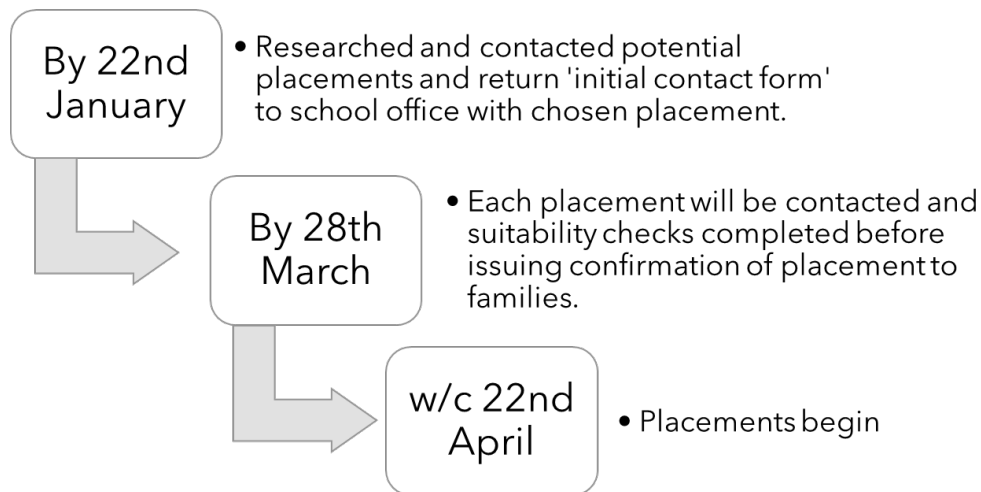
Preparation and debrief

Through our Personal Development Programme sessions, pupils will prepare for Work Experience covering topics such as health and safety, child protection and employer expectations.

When the placement has been assessed and confirmed by school, we will contact you and then ask pupils to contact the employer to arrange a preliminary visit or call to discuss any specific arrangements. At the end of the week the employer is asked to complete a short report on the pupil's progress.

Whilst on placement, your child's coach will contact the organisation to check-in on progress and on their return to school, they will take part in a structured debrief and follow-up programme to enable them to apply their work-related learning within their school courses and possible post-16 choices.

Key Dates for Securing a Placement



If you have any questions, please do not hesitate to contact your child's coach or myself.

Yours sincerely,



Mr Winn
Engagement and Enrichment Coordinator