

Dear Parent/Carer,

**Year 10 Work Experience: Monday 28<sup>th</sup> March – Friday 1<sup>st</sup> April 2022**

We are pleased to confirm that Year 10 students will participate in one week of work experience on the dates above. This is a compulsory and important part of their Year 10 curriculum. The aims of work experience are:

- To give students experience of life beyond school and an insight into the world of work
- To increase students' awareness of career opportunities, give a clearer sense of career aspirations and the ability to make informed choices about their future
- To gain experience of the work environment - interacting with adults, carrying out new tasks, following rules and understanding why they exist
- To develop and understand the importance of employability skills including personal presentation, time management, reliability, team-working and communication/literacy
- To increase self-confidence, independence and maturity
- To improve students' motivation to engage in education by understanding the links between learning in school and working life
- To enhance the student's CV
- To enable an easier transition from education to work

**Students are expected to find their own work placements wherever possible.** It may be, for example, that you have a friend, relative or associate who could help give your son this opportunity. Alternatively your son may wish to apply for a placement with a well-known company or organisation – in which case they must act early to research what is available and meet application deadlines.

Once the placement is agreed, please use the Self-Placement form attached. This needs to be completed by your son, the employer and yourself and then returned to me by email at [6fpartnership@gmail.com](mailto:6fpartnership@gmail.com), or hard copies can be handed in to school reception.

**The deadline for students to return their completed Self-Placement form is 17<sup>th</sup> December.** The school then needs to ensure that all the necessary paperwork is complete before giving final approval of the placement. The company will need to sign an Employer's Agreement and supply their Employers' Liability Insurance details.

In the event that your son is unable to find his own work experience placement the school will endeavour to find a suitable placement on his behalf. Please note that it may still be necessary for him to make a formal application and in some cases attend an interview.

Thank you for your valued support in this process. If you have any enquiries regarding work experience placements please contact Mrs Amy LeGrande, Work Experience Co-ordinator, by email at [6fpartnership@gmail.com](mailto:6fpartnership@gmail.com) or by phone on 07807 565512.

Finally, the Health and Safety Executive has helpful advice to parents/careers regarding work experience, which we would urge you to read. Visit: <http://www.hse.gov.uk/youngpeople/workexperience/parent.htm>

Yours sincerely,

Mrs Amy LeGrande,  
Work Experience Co-ordinator