



26th April 2018

Dear Parent/Carer,

YEAR 10 WORK EXPERIENCE – 9TH-13TH JULY 2018

As you should be aware, your child has been asked to source a work experience placement for the week commencing 9th-13th July 2018. The final deadline for submitting a placement form to me is Monday 4th June 2018. This will give time for the essential health & safety checks to be carried out. Placements can be found via three methods:

- Student source their own placement by themselves, via connections or by contacting a relevant business.
- Students may email any opportunities the school has via their placement database. Students are invited to apply for these placements via myself and the most suitable student will be selected.
- Details of external placements which students can apply for. The decision will be made independent from the school.

As careers advisor, I am available to support students with placements at break, lunch and after school, but there is an expectation that students need to put effort into finding their own placement as they would a full time job. Whilst we understand this may appear daunting, many businesses are receptive to pro-active young people.

If students are unable to confirm a placement, the school has organised a week of trips and workshops with different employers to give students an overview of different professions and improve their employability skills. This includes top companies such as BT, KPMG, Sky and Reed Smith. Therefore, it should provide students with a great week of work related learning.

Please do not hesitate to contact me at the school, should you have any questions in relation to this matter.

Yours sincerely

Mr J Egan

Mr J Egan
Career Guidance Manager

