



## Cardinal Pole Catholic School

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Headteacher: Mr A Hall BA(Hons) MA NPQH

S O A R  
Service Opportunity Aspiration Reward

29<sup>th</sup> March 2023

Dear Parent/Carer,

### **YEAR 10 WORK EXPERIENCE PROGRAMME 17<sup>TH</sup>-21<sup>TH</sup> JULY 2022**

As part of your child's Year 10 curriculum, they will be given opportunity to participate in a week-long placement in an area of their choice. This should provide your child with an excellent opportunity learn about the workplace, the labour market and prepare them for their next steps after Year 11.

Students are asked to find their own placement by either contacting businesses directly alongside using contacts that may exist through family, friends and other networks. We appreciate given the current climate that finding a placement may be difficult. Therefore, we strongly encourage students to be pro-active in sourcing their own placement.

For students who cannot secure a placement, the school will be arranging careers related days where they can develop skills and gain valuable insight into employability and Further Education with a series of guest speakers offering insights into a cross-section of career sectors and an opportunity to engage, interact with industry professionals.

Attached is a copy of the placement self-find form alongside the parent permission slip and Health & Safety forms. The initial deadline for returning these forms will be Monday 19<sup>th</sup> June 2023.

This is to ensure that there is sufficient time for the school to carry out essential Health & Safety checks of the work place before your child can complete the placement. Therefore, no child will be permitted to go on placement if their form is not submitted by this date.

Please also be aware that the school leadership will look at attendance, behaviour, punctuality and progress before any student has their placement signed off. Whilst there is a universal appreciation of the importance of work experience, it is important that all students represent the school in a positive manner.

If you have any further questions then please do not hesitate to contact Mr Howard at the school.

Yours sincerely,

Jonathan Howard  
Careers Guidance Coordinator



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Diocese of Westminster



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