

Dear Parent/Guardian,

As part of their Work Related Learning entitlement, all Year 10 students are being offered the opportunity to take part in a five day work placement. This is an excellent opportunity to enable our students to:

- Gain a valuable insight into the world of work and prepare them for the working environment
- Pursue a particular interest that may shape career choices in the future
- Increase their knowledge of particular jobs and career routes
- Expand their awareness of their own skills and talents and of those required at work
- See the relevance of their school work
- Gain confidence and take responsibility for themselves and others
- Develop their personal and social skills

This year the students have their work placement scheduled for the week beginning Monday 2nd July 2012. There is, however, *some* flexibility, particularly where demand is high and employers are unable to accommodate students at this time.

The most successful work placements are often those found by the student and where possible we will support these choices; although Mrs Pritchard, our Work Experience Coordinator endeavours to place all those students who have expressed an interest. In either situation students must complete the attached form and return to:

Mrs Pritchard by Thursday 17th November 2011.

Forms returned after this date will not be processed due to the length of time necessary for inspectors to carry out Health & Safety checks, for each placement.

Please take some time to complete this form with your son/daughter; we do try to select a placement that reflects their career path.

We take our duty of care very seriously. Before sending any student to their placement we complete a Health and Safety risk assessment of the workplace. This check is funded by the College and undertaken by the Education Business Partnership. It is not possible, therefore, to place students at short notice. Where a workplace has been identified as a significant risk either through insufficient public liability insurance [this often relates to small, self employed businesses] or health and safety hazards, then regrettably we will be unable to use the placement for your son/daughter.

All students will receive a Work Experience booklet to be completed during their placement and preparation sessions prior to entering the World of Work.

Should you have any particular queries about Year 10 Work Experience, please do not hesitate to contact either myself or Mrs Pritchard here at the college.

Yours sincerely,

Mrs C Harper
Assistant Principal



Shaping the future through creative learning

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