

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

For Health & Social Care and Business students their placements will take place in the week beginning 9th May 2011. The students use this experience in their programmes of study during the Summer Term.

For most other Year 10 students their work placement is scheduled for the week beginning Monday 18th July 2011. 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 21st October 2010.

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 East Kent Education Business Partnerships. Lead times for this can sometimes be up to 12 weeks; it is often 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