

Our Ref: GH/DT.514

26th April 2017

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Dear Parents/Carers

We are hoping to launch the Work Experience Programme for 2017 in coming months to our current Year 10 students. We are writing to confirm the specifics so that you are able to support Year 10 students during this process. We believe that work experience is vital for our students in preparing them not only for their employment, but for life. We are keen for students to experience the opportunities, responsibilities, and experiences of the world of work, and for them to develop into well-rounded and confident individuals.

Work Experience will be taking place between Monday, 10th July 2017 to Friday, 14th July 2017. We are requesting that students are pro-active in this process, considering which placements will be most valuable to them, and beginning to actively source placements on their own accord with the support of both the school and home. A deadline of Friday, 19th May 2017 has been set for students to have sourced their Work Experience placements. Should you require any support or further information please do not hesitate to contact Miss Smith (Head of Year 10). If your son/daughter has an agreed placement Miss Smith needs the full details of the placement at the earliest opportunity. This should include the name of contact, name of business, address, telephone number and email address. Please ask the student to bring this to Miss Smith as soon as possible.

Additionally, we will be holding a World of Work day on Thursday, 4th May 2017. This will effectively prepare students on interview skills, CV and letter writing and the process of obtaining a new work placement. We are requesting that students come in to school on this date dressed as they would for a formal interview so that they are able to maximise this experience and opportunity.

Miss Smith has a select number of placement opportunities confirmed within the local area following a recent mail blast. However, these are limited and are on a first come first served basis, also dependent on the sector in which students wish to gain experience within.

We thank you in advance for any support you are able to offer, and look forward to the students organising some fruitful placements to help secure their future.

Yours sincerely

G. Smith

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