



## ALSOP HIGH SCHOOL

25<sup>th</sup> May 2023

Dear Parents and Carers,

As a compulsory requirement of their Sixth Form study programme, all Year 12 students must complete a two-week work experience placement in the summer term. This will take place **Monday 3rd July – Friday 14th July**. Students will then return to school on Monday 17th July, when they will complete a debrief of their experience before breaking up for the summer.

We expect all Year 12 students to independently seek out and arrange this placement themselves, and have provided advice and guidance in PDR over the last half term, including an email template that students can use when contacting employers to arrange their placement.

We recommend that students begin their search as soon as possible to ensure they find a suitable placement, and many have already had placements confirmed. We would encourage you to check with your child whether they have secured a placement yet, and support them in their search if necessary. We strongly encourage students to find a placement in a field they are interested in, as this will make their work experience more enjoyable and meaningful. For example, if they have an interest in a career in healthcare, they should consider looking for a placement in a clinic, and if they have an interest in education, they should consider finding a placement in a school.

We encourage students to search for local businesses online (contact details should be on the organization's website), speak to businesses that they frequent and are familiar with, and use their current contacts (including family and friends) if relevant. We have a limited list of contacts from previous years that we can provide if necessary, and we are also able to offer a limited number of places at Alsop.

Once students have had a place confirmed, we send out all the necessary legal documentation for employers to complete, including an outline of duties and responsibilities, health and safety and risk assessment information. We hope that all students will fully participate in their chosen work experience placement and enjoy the opportunities made available to them in order to help them make informed choices in readiness for life after they leave school.

Thank you for your support in this and we will send out more information once all students have secured their placements.

Yours sincerely,

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