



6 March 2024

Dear Parent/Guardian

YEAR 10 WORK EXPERIENCE – JULY 2024

As part of our careers' programme that focuses on preparing young people for their future, I would like to inform you that we are encouraging Year 10 students to undertake a three-day Work Experience placement in the Summer Term of this year.

We are running a self-placement model for work experience, meaning your son/daughter should find his/her own placement by contacting their chosen employer and asking if they would be willing to allow them to complete a short placement with them. Once they have secured a placement, the next step is to complete the two forms attached. One form is to be completed by parents, the other by the employer. Please ensure that the form is filled out accurately and fully, and in addition attach the relevant insurance forms (listed on the form).

Work Experience is scheduled to take place on Monday 8 July, Tuesday 9 July and Wednesday 10 July 2024.

I appreciate that this is the same time as the Year 9/10 Germany and Belgium trip but these dates have been chosen to minimise the academic disruption. Of course, any work experience can be placed in any school holidays.

If you have any questions regarding this process please get in touch with myself and I will be happy to discuss things further.

Yours sincerely

Mr P G Almond
Assistant Headteacher