



WEST HILL SCHOOL

Aiming High Since 1927

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28th June 2022

Year 10 Work Experience

Dear Parent/Carer,

As the Year 10 period of Work Experience approaches (Monday 4th – Friday 15th July), I would like to take the opportunity to confirm some final details.

We believe that work experience is an invaluable insight into the world of work and, through commitment and hard work, can provide our pupils with the skills and attributes needed to succeed as they move on to their next stage of learning and in their future careers.

All pupils with confirmed employer placements have been given a Work Experience Placement document with a parental consent form. Thank you to all who have returned consent forms. Please return any outstanding forms as soon as possible. Please ensure that your son has contacted the employer if requested to do so and is aware of any special requirements for the role e.g. requirements for safety clothing or equipment.

Pupils who do not have a work experience placement should register with their form tutor in school as usual. They will follow their normal school timetable and take part in virtual work experience activities where available. Full school uniform should be worn.

During the work experience period, pupils are expected to have 100% attendance and punctuality. If a pupil is too unwell to attend, parents/carers must inform the school and the workplace of their child's absence.

Your son will be given a work experience booklet before the end of this week. The booklet gives lots of tips and advice regarding how to get the best out of work experience. It will act as a record of tasks, skills and achievements that pupils will find useful when completing application forms in the near future. Please encourage your son to read the booklet beforehand, complete the diary section during the work experience period, keep it safe during the summer and return it to school in September.

During the work experience period if there are any issues please get in touch with Mrs Appleby on the school number or email appleby@westhillschool.co.uk.

I wish all our pupils the very best for a successful two weeks. I am sure they will be excellent ambassadors for the school.

Best regards,

Mrs Appleby
Careers Lead