



Wednesday 13th November 2019

Year 10 Work Experience Programme 2019-20 (30th March – 3rd April 2020)

Dear Parent/Carer,

At the end of the last academic year, an assembly was given to your son's year group to begin preparing them for their Work Experience Programme in the coming academic year. You will notice that the Work Experience Programme for 2019-20 is going to take place the week directly before the Easter holiday.

In the assembly in July, students were made aware of the various steps that they could take in order to secure a placement for themselves but I thought it might also be useful to you if you were made aware of these too so that you can support and guide your son at home. This is the advice that they were given:

- Decide what type of placement you want
- Create a list of possible companies/organisations to contact
- Select the most appropriate ones to contact first (such as closest to home or someone you know works there)
- Phone or email your contacts (work through your list)
- If you are phoning, write a little script first so that you know what you are going to say (see mini-script attached)
- If you are emailing, get an adult to check over the email first to ensure that you have the correct information and are creating the right impression (see exemplar attached)
- Do not be disheartened if you are not successful first time
- Go back to your original list and select some more
- If you are not able to secure a placement in your chosen career, you will need to choose an alternative

We recognise that this is often not a simple process, and your son will need to be resilient if he is not successful straight away. Furthermore, students can feel awkward when they are contacting employers, so any practise that they can do with you beforehand will, I am sure, pay dividends in boosting their confidence and helping them to present to employers in an appropriate manner, and ultimately secure the type of work experience placement that they would like.

I will remind you that should a placement not be secured by Friday 14th February, directly after half term, in order to allow all necessary risk assessments to take place. If placements are not secured by this date, students will be required to attend school during Work Experience week and follow a curriculum-based timetable.

If you would like further information about the Work Experience programme, please do not hesitate to contact me at the address below.

Yours sincerely,

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