



Friday 10<sup>th</sup> January 2020

## **Deadline for placement confirmation Friday 14<sup>th</sup> February 2020 - Year 10 Work Experience Programme 2019-20 (30<sup>th</sup> March – 3<sup>rd</sup> April 2020)**

Dear Parent/Carer,

We remain committed to providing work experience opportunities for our students and feel it is an important element of their academic and personal development. The Work Experience Programme for 2019-20 is fast approaching and is going to take place the week directly before the Easter holidays. This leaves only 5 weeks before the placement confirmation date of Friday 14<sup>th</sup> February.

In school we have supported students and made them aware of the various steps that they could take in order to secure a placement. I thought this would be a good time to share these with parents too so that you can support and guide your son at home:

- Decide what type of placement you would like
- 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 are incredibly grateful for your support in this endeavour and 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.

It is important to note that although the placement is at the end of March, the deadline for confirmation letter/details is **Friday 14<sup>th</sup> February**. This is essential as the school have to complete a number of very necessary risk assessments and suitability checks in order for the placement to be approved.

Unfortunately, it is highly likely that work experience placements will NOT be approved if confirmation is received after this date. Those students that do not have confirmation or secured placement will be expected in school where a broad curriculum will be followed.

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

Yours sincerely,



Mr J Butcher  
Deputy Headteacher



Mr S. Kirk  
Careers Operational Manager