

18 October 2023

Dear Parent/Carer

RE: Year 10, Work Experience 8th-12th July 2024

Work Experience is an important part of the Year 10 curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers. We are very pleased that we are able to offer this opportunity to students this academic year. It will take place between **Monday 8th July and Friday 12th July 2024.**

In order for students to gain valuable job-hunting skills which are so important in today's job market, we ask that all students take responsibility for planning and finding their own work experience placements. We will be guiding and supporting them to do this in PSHE lessons and during form time. We strongly advise students to contact prospective employers as soon as possible, as other schools will be participating in work experience during this period.

Once a placement has been found, please ensure that the work experience placement form is completed and handed in to Mrs Chalmers in the library. For us to ensure there is sufficient time to process the placements and health and safety checks can be completed, we ask that placement forms are handed in by the deadline of Monday **15th April 2024.**

Once again, we strongly advise students to find their work experience placements and complete their placement forms as early as possible in order for the placements to be processed and authorised for the student.

Please do not hesitate to get in contact if you require any assistance or further information.

Yours sincerely,



Mrs R Field
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