



Our Ref: TMY/GMA

Dear Parent/Carer

Re: Work Experience Monday 29 April – Friday 3 May 2024

During Year 10 we give our pupils the opportunity to experience the World of Work, where they spend one week in an organisation taking part in our Work Experience Programme. This year our Work Experience period will be five days commencing **29 April 2024** and it is expected that all our pupils will take part.

Work Experience provides an opportunity for students to experience a short continuous spell in a working situation and to gain first-hand information of what a particular job entails or to just provide experience in an adult working environment. This experience is valuable in helping to prepare young people for the change from school to employment. It can also be a useful aid to their own career choice.

We would like to offer all Year 10 students the opportunity to take part in a week of Work. The expectation is that all Year 10 students will go on Work Experience. Students without Work Experience placements will be required to attend school as usual and will take part in number of virtual work experiences along with employer workshops.

We would like all students to find their own placements. Students will need the employer to complete Section 2 (A – F) of the attached consent form, they will also need to complete the risk assessment form also attached and forward a copy of their Employer Liability Certificate. Parents need to complete Section 1 & 3 of this form. Both forms should be returned to Mrs Bonwick by **Friday 1 December 2023** Any forms returned after this date will be invalid and not actioned.

Should you have any queries regarding Work Experience, please do not hesitate to contact me at school.

Yours faithfully

G Maloney

Mrs Maloney
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