

October 2019

Dear Year 10 Students and Parents/Carers

**Year 10 Work Experience – July 2020**

We are writing to provide you with early notification about the arrangements for next year’s Year 10 work experience. Whilst July may well seem a long way off we need to make you aware of the timeframe that we are working to in order for students to successfully secure a placement next summer.

We are again offering all Year 10 students the chance of undertaking a five school days’ work experience from **Monday 13th July to Friday 17th July**. It is the expectation that all students participate in this invaluable experience. Whilst the school are able to advise and provide guidance on securing a placement, it is very much down to the individual to make the relevant arrangements. In order for all the necessary health and safety checks to be undertaken, it is imperative that all work experience paperwork be returned in full to the school by the deadline date of **Friday 17th January 2020.**

Taking part in a work experience placement provides students with a highly rewarding insight into the world of work. This forms an extremely valuable part of a student’s school life and, as countless others before will testify, is very enjoyable and worthwhile. To this end, we would urge you to start looking for placements as soon as possible as many employers and providers require sufficient time to set these placements up and complete the necessary checks and documentation. As previously mentioned, there will, of course, be help available from the school if problems arise in finding somewhere suitable for your child’s work experience placement. You may also like to view the Breckland Business Directory at <http://www.brecklanddirectory.co.uk> to assist with finding possible placements.

At this point we must stress to you that the deadline of the **17th January** is important as it will enable the organisation that we pay to approve the health and safety and insurances of all employers within their time limits.

When your child has found and agreed a placement with an employer or provider, the forms will need to be completed and returned to the school office by the above deadline. This is both the form detailing the placement, which needs in part to be completed by the employer, and the parental consent form. We also included a placement briefing for both students and parents/carers with information on how to make the most of the placement. Please take the time to read through these notes. Students will be given advice and support in school as to how to go about securing a placement through tutorials, Personal Development lessons and with individual discussion with Ellen Alexander our Careers Adviser.

We know that all our students will gain a huge amount from this opportunity and we would urge you to fully support your child in securing a work experience placement for next July. If you have any questions about the content of this letter, or would like to discuss any aspect of your child’s work experience further, please do not hesitate to contact us at school.

Yours faithfully

**Mr E Taylor Miss R Taylor Mrs E Alexander**

Head of KS4 Careers Leader Careers Adviser