



17th September 2019

Dear Parent /Carer

Our year 10 students are starting a module on 'Work experience' as part of their PSCHE curriculum. As part of this module we are supporting the students in allowing them to independently secure a placement and we would appreciate your support with this exciting opportunity, ensuring your child participates in Work Experience and uses it as a positive experience. Below are our recommended top tips for extra support during this process.

- 1) Finding a placement sooner rather than later is extremely important as there are 164 students in year 10 and we are not the only school offering this valuable experience
- 2) The students will be writing and sending letters to their potential placements, please encourage them to send more than one and be open to a range of placements
- 3) Encourage them to ask local businesses
- 4) If you have access to the internet ask them to show you the work experience website (Safety Measures) we have provided and explore different types of placements with them
- 5) If they are struggling to find/gain a placement they may need a reminder that their PSCHE teacher and mentor can also give them extra guidance even if they are not studying the work experience placement topic any more
- 6) Closer to the time of placements, students will receive an individual email from me with all of the contact details they will need, please encourage them to ring their placement to make final arrangements
- 7) Make sure they know the following: start and finish times, lunch and break time arrangements, appropriate clothing and any special requirements linked to the type of business they are working with e.g. steel toe-cap boots

Important information

We have a very large cohort of students going out on work experience this year, therefore the competition for placements will be high. As an incentive for this we are offering the following:

- 1) The first 10 students to gain an impressive placement will receive a free bus pass for one week, to cover the cost of transport
- 2) The first 20 students to gain a placement will receive a £1 voucher to use in our Hub.

Please be aware that these incentives are dependant on the form that they will receive to send to their potential placement, being FULLY completed and handed to Miss Bleasdale ready to be risk assessed

Yours faithfully

A Bleasdale

Miss A Bleasdale
Lead Teacher of PSCHE