



March 2020

Dear Parent, Carer

Year 12 work placement – Monday 13th –Friday 17th July 2020

This year we expecting our year 12 students to secure a week's work placement in order to enhance their education and prepare them for the world of work.

Students are encouraged to find their own placements via personal contacts or by writing to companies that are of interest to them and their aspirations.

The main objectives of work experience are to help students:

- Understand how industry and commerce operate
- Find placements related to their choice of career or university course to increase motivation
- Prepare for their personal statements, university or apprenticeship applications or curriculum vitae

Since February during tutor time, students have been working on creating their CV's and Covering letters in preparation for applying for their placements. The deadline for submitting them to their tutors for checking and guidance has been extended until March 27th 2020. We would ask that you actively encourage and support your child to meet this deadline in order for them to then begin applying to companies. Those who do not secure a placement will be expected to attend school.

The following websites are fantastic resources, and have been shared with the students.

<https://barclayslifeskills.com/>

<https://www.workfinder.com/>

<https://www.indeed.co.uk/Work-Experience-Placement-jobs>

<https://www.getmyfirstjob.co.uk/Choices/WorkExperience.aspx>

Please can you sign the attached form to confirm that you have read and understood the position regarding securing work experience and return it to the attention of Mrs McKay by Friday 20th March.

A further letter will be sent out regarding the management of health and safety and risk management whilst at working at their placement.

Yours faithfully

Mrs McKay

Careers Advisor

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For the attention of Mrs McKay

I give permission forTutor Group.....to take part in work experience
from.....to

I understand that it is the students/my child's responsibility to secure a placement. Should they not manage to find a suitable position in the specified dates he/she will be required to attend school.

Signed.....Parent/Carer