

4th November 2019

Dear Parent/Carer,

During the weeks of **21 September - 25 September 2020 (A population) and 28 September - 2 October 2020 (B population)** students in Year 11 will have the opportunity to go on work experience for one week to a local organisation. The key aim of work experience is to give students a broader view of the world of work and of the skills and attitudes involved, so that they might be better prepared to face the transition to an adult work environment.

Students in Year 10 are currently learning about how to apply for a placement in their PSHE lessons and have been introduced to the documents they need to complete in order to confirm their placement, both with the employer and school. The application process is an important learning journey for students; how to make phone calls and letters of application will all be covered in these lessons. Students do need a lot of support from home to ensure they find a suitable placement and complete all the paperwork required by the given deadline.

The following pack contains all the paperwork necessary for students to organise their work experience. It consists of:

- Work Experience Agreement Form (yellow).
- Medical Form for the employer (pink).

Once students have been successful in gaining a work placement, they ask the employer and parents to complete the 'Work Experience Agreement Form' and return this form to Mrs Oversby by the deadline of Friday 14th February 2020. The school will then write to the employer to confirm the placement. The employer **MUST** complete the Health and Safety questions or the student will not be able to attend the placement.

Help is available every lunchtime (except Friday) in the Careers Library (S16) to support students in their applications. We have good links with many local employers, following many successful years of our work experience programme, however, any contacts you have will be beneficial to your son/daughter gaining a placement.

Supporting documents and additional information for work experience applications can be found on the school website. Go to 'Life after LCS': Careers Education: Parent/student resources.

If you have any enquiries about the Work Experience programme then please do not hesitate to contact me.

Yours sincerely,

Jenni

Mrs Jenni Oversby
Co-ordinator of PSHE and Citizenship.