



11 February 2019

Dear Parent/Carer,

In order to help prepare our Year 10 students for the world of work, they will be undertaking Work Experience from **Monday 1 July – Friday 5 July 2019**.

Where possible, students should try to secure a **private placement** in a chosen area of interest. This could be done through family contacts or through students directly contacting places of work for themselves. Many companies now ask for online applications to be filled in by students or require letters of application sent directly to them. All of our Year 10 students have been encouraged through the PSHE programme to have letters and CVs ready for this purpose. They will also have guidance about companies they could approach through the careers programme.

Once a contact with a prospective employer has been made and they have agreed a place you need to complete a **Work Experience Services Private Placement** form and ask the employer to provide details of their Employer and Public Liability Insurance information. This form also needs to be signed by parents or carers.

If you are unable to secure a private placement, please complete the **Work Experience Application form**. The range of occupational areas for you to choose from are on the attached work guidance for young people sheet. Please list your **three choices** on the application form. Please ensure that this is signed by a parent or carer.

Please be aware that all placements have to be checked and confirmed by Work Experience Services, Warwickshire and any changes that you then subsequently make would require a payment of £37.50.

Completed forms should be handed into Student Services by **Friday 29 March 2019**.

Kind regards,

Mrs Brake
Deputy Headteacher