

17TH March 2023

Dear parents and carers of Year 10 students

I'm writing with final details of Year 10 Work Experience next week.

The overwhelming majority of students have a placement. Those who haven't secured a placement must attend school as normal and report to M4 for morning registration.

We have had support from over 100 local companies and would like to maintain and improve our relationship with them over the coming years. Following the Covid break, it's vital for the future employment opportunities of our current and future students.

To make sure we make the best impression possible as a school, please could you discuss and reinforce the following expectations with your child:

- Be ready! Be punctual, wear the right clothes and take any equipment you have been asked to take. All the information that you need should be on the letter you took home this week.
- Be respectful! Complete all tasks with enthusiasm even if you don't feel it inside. Treat all staff members well. If you are ill, call them to let them know.
- Be safe! Take care in your work. If you are asked to do anything that you feel is unsafe, **tell the person responsible for you.**
- If you or your parents have any concerns about your placement, please contact the school to discuss.
- You will be visited by a member of staff so that we can check on your welfare and improve our collaboration with the company. Please make yourself available for this visit.
- Everyone will have the chance to feed back on their experience so that we can improve it for future years. Make a note of anything you particularly enjoyed (or not).
- Enjoy the experience and finish the whole week – it will either confirm you like that career, or it will make it clear that you don't. Either way, that's a positive thing.
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Thank you all for representing the school well over the next week. I hope you have a rewarding time.

Chris White
Careers Lead

