



Traditional **Values**

Contemporary **Aspirations**

Creative **Curiosity**

20th October 2021
ML.21.22.0020.CHA

Dear Parent or Carer and Pupil

Work Experience, Monday 9th May 2022 – Friday 13th May 2022

Now that your child is in year 10 they will have the opportunity to take part in Work Experience. We feel that Work Experience is a very important aspect of pupil's learning, however, we must stress that taking part is not compulsory.

A large amount of time and funding are invested in the Work Experience scheme, on behalf of both the employer and the school; for these reasons, we expect 100% commitment from each pupil taking part. With this in mind, we will only accept self-found placements; this means that all pupils wishing to take part in the scheme **must** find their own Work Experience placements.

Attached is a Self-Found Placement Form and a guide on how to find work experience. The Self-Found Placement Form needs to be completed by the employer and parent or carer. We then send this to Education to Work (E2W) who will contact the employer to do a risk assessment.

Please note that we will not allow any pupil to go on Work Experience without E2W approval. We have a deadline of **4th March 2022** to get fully completed forms to E2W – **this is not a school deadline, it is an E2W deadline and will not be extended under any circumstances, so do not delay with organising a placement.**

If your child knows that they definitely do not want to take part, please let us know and we will ensure we do not send you any reminders.

If you have any questions, please do not hesitate to contact me.

Yours faithfully

Mrs C Hairsine
Administration Manager