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Dear Parents/Guardians of year 10 students

30 November 2017

Year 10 Work Experience 11-15th June 2018

Your son or daughter will be taking part in the school's Work Experience Programme in June 2018. The main purpose of work experience in year 10 is to help your child to prepare for their future, whether it be in further education or employment. It is an exciting opportunity for them to experience the real world of work and to gain the skills and confidence to help them to succeed. The most successful placements have proven to be those where the students are kept busy and include a varied range of activities; this may **not** necessarily be in an area that they would like for a future career.

Contained in this work experience application pack is an application form (peach) and a placement form (lilac). The application form includes information which is required to be sent to the organisation offering a placement and **must be returned to the Form Tutor before Friday 15th December.**

Students are expected to secure their own placement with the support of yourselves and their form tutor. Please encourage your son or daughter to think very carefully about choosing the right placement to ensure that the week is the most positive and rewarding experience that it can be. Some areas of employment are difficult to find placements in, these include the following; - Police/Fire, Medicine, Photography, Music/Sound/Video production, Journalism, Theatre, Dance, Aviation and Computer Gaming. These areas are often not possible because of age restrictions, confidentiality issues and lack of availability. Students also need to be realistic about what they will be able to be involved in, for example theatre placements do not offer acting opportunities.

As soon as a placement is agreed please ask the organisation to complete and return the placement form (peach). All placements are subject to approval by the Oxfordshire Work Experience scheme who ensure that organisations have the insurance and the Health and Safety requirements for young people are all in place. **The placement form must be returned to the form Tutor before Friday 9th February.** Further copies of this form can be collected from student reception or downloaded from the school website (Curriculum /Careers). The website contains links to information for employers too.

If you have any queries about work experience please contact your child's form tutor in the first instance. I am also pleased to announce the appointment of Ms. Vikki Franklin as our Careers Education Co-ordinator from January 2018. Ms. Franklin will support students across the school with careers education and continue the tremendous work and service carried out by Liz Hounsell, who has recently retired, but has been back in school supporting us and students until the post was filled.

p.t.o.



The school reserves the right to withdraw a student from a work experience placement at any time if a student's behaviour gives cause for concern as, not only might there be an issue regarding the good name of the school but also health and safety issues.

Yours sincerely

Dominic Ward

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Deputy Headteacher

