

Headteacher: Christopher Anders BA (Hons) MA

19 October 2018

Dear Parent/Guardian,

In July all of year 10 will have an opportunity to complete a two-week work experience placement. The work placement dates are **1st July to the 11th of July**. This is an exciting opportunity for students to develop an understanding of the skills and knowledge that is required in a variety of careers.

Students can gain their work experience places either by doing a **private placement form** or using the **WEX system online**.

The **private placement** requires students to actively seek out placements themselves by visiting/contacting placements. If the chosen employer is happy to have the student for the set dates, forms need to be completed and signed by the employer and yourselves as parents/guardians. These forms will then need to be returned to reception. Students can obtain a **private placement form** from the **student reception**. Educational Business Partnership will then do a health and safety and insurance check on the employer to check their suitability. Only once this has completed **can we confirm** that this placement is suitable.

Alternatively, students can choose from a range of employers who have already been approved by using the **WEX online system**. Students will have time shorty to investigate this system with their mentors. (This can be accessed from home.) After being accepted by the employers the students will have to attend **an interview** and complete forms which you will also have to sign.

In previous years the government have provided funding for these placements, however due to the reduction in government funding, this is **now paid for by the school**. The school is happy to do this however if a student chooses a placement and gets accepted, **then decides** they do not want to go, we **will pass on the cost** of changing the placement to the students and parents/guardians. **The cost of changing is £35.**

So please support us by encouraging your son/daughter to choose a placement which they are interested in and would like to find out more about, but encourage them to choose wisely.

If you have any queries or problems regarding this, please do not hesitate to contact me.

Yours sincerely,



Mrs Coles



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