



South Shropshire Academy Trust

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Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY



NPQH Leadership
Development School
National College
for Leadership of Schools
and Children's Services

11th July 2017

Dear Year 9 Students and Parents

Work Experience 9th – 13th July 2018

The above dates give you advance notice of when Year 10 will be out of school on Work Experience. This is an important part of the school curriculum which meets with local and national support. It greatly improves job-seeking skills and increases student confidence. It also makes them better prepared to deal with the "world of work" and to reach important decisions about their future.

Students are finding it increasingly difficult to find placements so we would encourage you to organise it as early as possible.

Whilst we are grateful each year for those parents who support their children in seeking a suitable placement, we feel it is vital for the pupils to make the initial contact themselves. You should start seeking a placement as soon as possible. Information is on the school website (www.churchstretton.shropshire.sch.uk) under the Curriculum area then pick the Information, Advice and Guidance section. Scroll to the bottom to find Year 10 Work Experience Information.

Final confirmation has to be made by the school.

Once a placement has been secured your son/daughter should complete a yellow Work Experience Placement Form so insurance checks can be made.

We strongly recommend that students do not go back to their own primary school as it is a place they are already familiar with. A local selection of placements used in recent years is on display in the R Corridor in the Work Experience section or the school website, along with an example template letter which can be used to send to employers. There is no guarantee that these places will be available again and early application is recommended. If an employer tells you that they cannot offer a place in work experience week but could do it during the school holidays please contact Mrs Merrett.

It should be remembered that students must make their own transport arrangements. You may of course wish to arrange something further away from home, but parents will need to negotiate with us directly if this is the case. The deadline to allow for insurance checks on out-of-county placements is **Friday 15th December 2017**.

We cannot emphasise enough the impact Work Experience has on students and the contribution it makes to future job and college applications. Feedback from employers is also very useful when writing pupil references in Year 11.

We would be most grateful if you could discuss the content of this letter with your child. More details will be given to students in PSHE lessons. Do not hesitate to contact Mrs Merrett in the first instance at school if you wish to discuss any queries you might have relating to this scheme.

Yours sincerely

Ms A Moore
Assistant Head of School

Mrs H Merrett
Work Experience Coordinator