



11th September 2019

Dear Parent/ Carer,

**WORK EXPERIENCE PROGRAMME FOR YEAR 10 PUPILS
MONDAY 8TH TO SATURDAY 20TH JUNE 2020**

The work experience programme for year 10 pupils will be taking place Monday 8th to Saturday 20th June 2020 (a Saturday may be worked in lieu of a day off in the week i.e. hairdressers). Preparation for work experience will take place throughout the year and all pupils are expected to take part.

Work experience is an important part of becoming 'workplace-ready', building useful skills that cannot be taught in the classroom. These skills and experiences help our pupils stand out to employers as well as helping them make decisions about their future career.

Work experience lasts for two weeks; however pupils may find experience with a different employer for their second week if they are unable to secure a two week placement. Any pupil in receipt of free school dinners will be reimbursed for the period of work experience. Travelling expenses for pupils cannot be refunded without prior approval.

Students are expected to find their own work experience. Please spend some time with your son or daughter discussing what they are interested in doing. Search online or around your local area. Who can you ask? Family, friends, colleagues? Do you know anyone who has done it before? Where did they go? Please bear in mind that any type of work experience is valuable and will develop transferable skills that can be used in any line of work.

To arrange their own placement pupils must complete a work experience form available on information evening, from the careers office in the library, the library desk, the school website, your form tutor. Pre-placement checks are required before placements can be confirmed so please return your form by the 13th December at the latest (the sooner the better).

If it is not possible for your child to find their own placement, support will be provided. Students who are unable to find a placement should see Mrs Witting (upstairs in the library) as soon as possible for support with finding a placement. Letter writing practice and work experience clinics will also take place.

The consent form below must be completed for your child to take part. If they require special consideration on health grounds, please provide details. Paper copies can be returned at the information evening on Tuesday 24th September or to main reception by Friday 18th October. We really appreciate any support you are able to give to your child during this enjoyable and worthwhile process.

If you have any questions, please contact me on jwitting@copleston.suffolk.sch.uk or

01473 277240 Ext 715

Yours faithfully

J Witting

Mrs Witting
Work Experience Administrator

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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MONDAY 8th TO SATURDAY 20th JUNE 2020

CONSENT FORM

Please return to main school reception by Friday 18th October

I give consent for my child to take part in the 2020 work experience programme

Yes

No

Child's name and form

Special Considerations

If s/he should receive special considerations on health grounds please give details here:

Name:

Date:

Sign: