



CHARLTON SCHOOL

*Taking PRIDE in progress and partnership,
with learning at the heart of all we do.*



Principal: Mr A McNaughton

DEW/LAT/HAA/

September 2019

Dear Parent/Carer

The Year 10 Work Experience will commence on **Monday 23rd March** and finish on **Friday 27th March 2020**. This will provide all students with a meaningful and worthwhile experience of the world of work. It is hoped that this time is an enjoyable experience where students will meet and work with a range of professionals who will give an insight into what is needed to be successful within a range of careers. Students will need to be organised and recognise the importance of first impressions to forge good relationships. Areas such as punctuality and meeting basic requirements are also of real importance.

As representatives of the school community we shall expect students to maintain high standards of attitude and behaviour at all times, building on the advice and support given by those they will be working with. As many students as possible will be visited at their place of work; this takes place later during the Work Experience and the member of staff responsible will talk to both employer and student.

Whilst on placement, students will be expected to keep a work experience diary to record their experiences. This will allow them to evaluate and learn from any experiences they have had whilst on placement and contribute to class discussion on their return to school.

We would also like to inform you that if your child is unable to attend during the Work Experience period, it is important that you inform both the school and child's place of work. To enable your child to take part in this valuable experience you must first complete the Parental Permission form attached and return it to Mrs Harding in Reception, as soon as possible. We have also attached a blue Work Experience Placement form. When an employer has agreed to accept your child on a placement, they must complete this and return it to school. The deadlines for returning applications are as follows:

Out of County is **6th December 2019**

In County is **20th January 2020**

Please note, for a work experience placement to be approved, the work experience placement provider must hold valid employer and public liability insurance. All work experience providers will either receive a visit from a member of Charlton staff, or a phone call, to see how each student is progressing during their work placement.

If you require any further information concerning Work Experience, please do not hesitate to contact me at school.

Yours sincerely

Head of Year 10

Work Experience Co-ordinator

Year 10 Pastoral Manager

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