July 2023

Dear Parent/Carer

The Year 10 Work Experience will commence on **18th March** and finish on **22nd March 2023** 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.

It is the responsibility of the student and parent to ensure that safe transport is provided to and from the placement for the duration of the week. Placements are to be applied for by the student using: email, telephone, or face to face communication; confirmation is to be received before sending the details to school for approval.

As representatives of the school community, we shall expect students to maintain high standards of attitude to learning, 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 complete the attached form and return it to Mrs Soulby or Reception, as soon as possible. The deadlines for returning applications are as follows:

Out of County is **8th December 2023** In County is **22nd January 2024**

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. The deadline for the ‘Out of County’ placements have to be agreed by the given date, this is non-negotiable due to the specified county having to complete checks for us.

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

Yours faithfully,

Mrs L Soulby Career Lead