



CHRISTOPHER WHITEHEAD LANGUAGE COLLEGE & SIXTH FORM

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Our ref: PW/TCM

September 2018

Dear Parent/Carer

Year 10 Work Experience information for Parents Evening Thursday 27th September 2018, 6.30-7.30pm Arts Block Hall to discuss

Year 10 Work Experience: Monday 25th March – Friday 29th March 2019

Work experience week for Year 10 students is booked for 25th March – 29th March 2019. This is a brilliant opportunity to give students an experience of the world of work and sometimes this will tie in with their vocational option subject. It is also possible to select a placement relevant to the student's career choice if they have one. The whole year group will be out on work experience for the week.

An important point for me to make is that all placements found must be notified to me as soon as possible. This is because all placements have to be vetted by Education Business Partnership for Health & Safety and Insurance checks. These checks must be carried out in order for students to have the necessary insurance cover. Any placements that are out of the Herefordshire and Worcestershire area have to be notified as soon as possible please.

The biggest challenge for students is to make initial contact with the employer either by e-mail, letter, or presenting themselves in person. I will be coaching students on this aspect during their careers lessons. The students were asked to start thinking of ideas for placements over the summer holidays.

I will e-mail all students, using the school e-mail system, details of a website to use to start searching for a placement. **To avoid several students all going for the same placements, please ask your son/daughter to let me know straight away if they are planning to approach one of the placements on our database.** I also have an extensive employer database and students can ask me for suggestions.

It is recognised that some students will need help finding places and that indeed some students may not yet be ready to do work experience. I will do my very best to assist with securing placements for individuals.

Attached is a form for you or your son/daughter to fill in details of a work experience placement that has been found. This means that the employer has agreed to take your son/daughter. Please fill in as much detail as possible and return to me as soon as you are able. Please also sign the parent/carers consent on the reverse. The process can then be formally initiated from school. **Until we have this form, the process cannot begin.**

You will have an opportunity to attend a **Year 10 parents evening about work experience** in school on **Thursday 27th September 2018 at 6.30pm in the Arts Block Hall**. Please complete and return the form below to say if you are able to attend.

Yours faithfully

Ms P Watmore
Careers Advisor and Co-ordinator

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**Please complete and return, as soon as possible, to Ms Watmore, Careers Advisor and Co-ordinator
YEAR 10 WORK EXPERIENCE INFORMATION FOR PARENTS EVENING – Thursday 27th September 2018
at 6.30pm in Arts Block Hall**

Student's Name:..... LM Group:.....

*I / We *shall / shall not be attending the Year 10 Parents' Evening for Work Experience on Thursday 27th September 2018 in the Arts Block Hall

Signed:..... Date:

* delete as applicable