

December 2019

Dear Parent/Carer

YEAR 10 WORK EXPERIENCE 2020

As part of our CEAG programme (careers education, information, advice and guidance) your child will have the opportunity to embark on a work experience placement from **Monday 13 July to Friday 17 July 2020**. With many employers increasingly looking for experience as well as academic achievement in candidates, this is a great opportunity for your child to gain this practical knowledge and to develop confidence and key employability skills.

Your child has already attended the launch of the work experience program where they were provided with the specific dates of their placement, and given important information and advice. This support will be ongoing.

Students will 'self-place'. It was clearly stressed to students that it is their responsibility to find a placement. We will, of course, assist where necessary, but the responsibility of sourcing and contacting the placement themselves plays a vital role in developing their sense of independence as well as practising the skill of finding employment. Those students who do not secure a work experience placement (or students that fail to meet our school standards/expectations) will spend the week in school following their normal Year 10 timetable.

As competition is high with other schools in the local area, we actively encourage students to source and secure placements sooner rather than later. There are some sectors such as engineering, healthcare, animal care and creative arts which are very competitive. **It is vital to get applying quickly.**

We also encourage students to find a placement within a career area they are interested in to 'test the water' as this will help them make decisions about their applications for further study /training after Year 11. All work experience is valuable and we appreciate some placements are tricky to secure, so it is definitely worth looking at other sectors too.

Students should aim to have contacted some potential businesses by the end of December half term. **Once secured, students should return the completed 'Work Experience Self-Placement Form' (attached)**. Student placements will not be authorised until this form has been fully completed and signed by the student, parent and employer. The employer must have current employer's liability insurance and submit these details/policy numbers on the form so they can be checked and the placement agreed.

We will continue to communicate more details in due course. However, should you wish to contact us please email Mr Reay (our Careers Adviser) in the first instance reayp@saintpeterandpaul.halton.sch.uk or myself, Mr Mullarkey mullarkeyc@saintpeterandpaul.halton.sch.uk.

I hope you will agree that our school's commitment to this program is critically important to your child's development and preparation for the world of work. Your support in helping your child access a meaningful and appropriate placement is greatly appreciated.

Yours sincerely,
Mr. C Mullarkey