

FL/PB/October 2023

Dear Parents/Guardians

Re: Year 10 Work Experience 22nd – 26th April 2024

We're delighted to confirm our Y10 Work Experience dates in April 2024. The week is a fantastic and hugely beneficial opportunity for students to spend five days with an employer to gain an insight into the world of work.

Through work experience, students develop their problem solving, resilience and confidence. They will have the opportunity to work and communicate with adults and appreciate the variety of skills a given role requires. It will also give students an understanding of the independence and organisation required for working life.

In terms of arranging and allocating work experience placements, you'll understand that school has a limited supply available and so we always encourage students and families to secure their own placements where possible. Some brief information about this is outlined below and further detail about the whole process is contained in the additional documents you have received with this letter.

What is a suitable placement?

Providing we can carry out necessary risk assessments, health and safety, and insurance checks, then most work places will be suitable.

Placements are usually fairly local although further afield is possible so long as students can get to the workplace! Please note that school cannot cover transport costs for work experience.

It would be great for students to spend the work experience week in a role or career that particularly interests them but it's not essential. Wherever students have their placement, there will be valuable learning opportunities.

Finding Your Own Placement

If you are able to find a placement for your child, please provide details on the **Student's Own Placement Form** available on **Edulink One** (look for the dark green Forms icon).

Alternatively, please download a copy from the school website at www.wallingfordschool.com via **Parents – Year 10 Information – Work Experience** and return the completed form to the Leisure Centre office or via email to workexperience@wallingfordschool.com.

Forms must be completed no later than **Friday 12th January 2024**.

This will allow enough time for paperwork to be emailed to the companies and ensure that necessary checks are completed. It is vital that all requested details are supplied. It is particularly important to make companies aware of how old your child is, as some will only take students aged 16 and over.

Finally, we are always looking for new placements. If your workplace could offer a placement, please pass on their details to us and we'll contact them directly.

Yours sincerely



Mrs Fin Lewis
Deputy Headteacher

Sending every young person into the world able and qualified