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24th January 2025

Dear parents/ carers,

RE: Work Experience Letter

Students in year 10 will have the opportunity to go on their work experience placements between **Monday 7th July and Friday 11th July 2025**. This will be organised by school and supported by school staff.

Work experience gives students the chance to learn about what type of job they might enjoy and to develop their employability skills.

Students will make their choices based on their work interests; school will then do their best to source placements for all students.

Placements must pass all the health and safety checks before it is approved. Once the placements are agreed Lucy Wells, Work Experience Co-ordinator will keep you updated with letters about the placements and permission forms that you will need to complete. All students will visit the placement before they start.

At this stage, students will need to complete the work experience choice form.

Students will have seen the **work experience presentation** and have had a chance to talk to their teachers in Work Related Learning this week. We have sent the choice form home for your information, but there will be time in class on Tuesday to complete the forms if you would rather, they did it in their classes.

Please make at least TWO choices on the form, in order of preference. You can make more if you wish. Please return the form to your child's tutor by **Tuesday 28th January**.

If you have any questions, please call and speak to Lucy Wells or Tamsin Winter.

Kind regards,

Tamsin Winter- Deputy Head Teacher and Careers Lead

