

Work.Exp/RH

September 2017

Dear Parent/Carer

WORK EXPERIENCE, July 2018

I am writing to give you advanced warning of your child's Work Experience week which will take place from **Monday 16 July 2018 to Friday 20 July 2018**.

This is an important part of your child's compulsory education and I'm sure you are as keen as we are to help your child secure a meaningful placement. I have now spoken to the entire year group in assembly about the process and to let them know what we expect from each student. I have also spent time with the tutors and Mr Balkwill to ensure that everyone has all the necessary details/information and are now in the best position to support your child and make sure that their Work Experience is a positive experience.

At this stage, it is important that your child makes three applications, using the school's Veyan database. Early applications are essential. I'm sure you'll appreciate that although we have a good range of local employers who are happy to take on students for the week, with the number of students in the area looking for placements, choices can become very limited if left too late. The Veyan database address, which can be accessed at home, is ssp.learnaboutwork.net and you will need to log in with your child's unique **pin code**, available from myself on request. A link to the database is also on our own website under the Careers section of the Students page.

We would ask that placements are not made with immediate family members or with the Primary School which a child attended. This is purely so that students have a broader experience of the workplace environment and are challenged further in a more unfamiliar setting. Students applying for placements at Leonardo's (Westlands) and Yeovilton need to seek advice from Mr Bailey (Head of Careers) or myself before writing applications as these two organisations have different application/arrangement procedures.

Finally, please could you complete and return the attached consent/medical form to myself in the Humanities Office so that we can make prospective employers aware of any issues in advance of the placement.

Thank you in anticipation of the support you will give your child in this important aspect of their education. Please do not hesitate to contact either Mr Bailey or myself should you want further clarification of any of the issues raised in this letter.

Yours sincerely,

Rachael Howe
Work Experience Co-ordinator