

5<sup>th</sup> December 2019

Dear Parent/Carer,

During the Summer Term of this year, your child will be undertaking a Work Experience placement at a business of their choosing. The dates for Work Experience for this academic year are **6<sup>th</sup> – 10<sup>th</sup> July 2020** (inclusive).

Our aim is to encourage every Year 10 student to be involved in Work Experience as there are many benefits which will help them decide on their next steps. The information and experiences gained during time with employers can be used for references for Post-16 choices and employment, supporting Post-16 choices and pathways and the development of employability skills and self-reflection and evaluation. Based on previous year feedback, students have expressed that the experience helped motivate them towards trying their very best to achieve their target GCSE Grades.

Students are, as far as possible, encouraged to take responsibility for organising their placements in order to allow them the full experience of what it would be like in employment, from applying for jobs to sustaining a job by meeting the expectations of the workplace with regards to punctuality, attendance, presentation and achievement. On this basis, we encourage students to approach businesses by writing a letter or making a telephone call to enquire as to whether they are offering work experience and how to apply. We would also suggest that students do not complete their work experience with direct family members in order to give them the broadest experience possible in preparation for entering employment in full. We are able to support students in placements both within the county and further afield.

Included with this letter, is a list based on placements which students took up in the summer of 2019 and which might be an option again this year. The work placement names are followed by a short description of the job role: however, they do not display specific names and details due to GDPR regulations. Please consider that all Year 10 students will be given this list, and therefore the roles will be taken up on a first come first served basis.

In order to find a placement, students should use the local papers, internet and discussions with their subject teachers and the Careers Advisor in school. Work experience is not a career matching exercise as such, but a chance to gain vital life experiences of the demands of work and the skills and qualities needed. Having said this, it is usually preferred by the student and their families that students use this time to experience a job role that they are interested in pursuing in the future, it is not always the case that this is a possibility. We therefore suggest that students focus on the wider benefits and make sure to secure a placement, regardless of whether this is for their future ideal career path or not. If your child requires some further support in their Career choices, they are encouraged to book an appointment with the Careers Advisor who is in school on Monday, Tuesday, Wednesday and Friday of each week. Appointments can be made via Tutors or by using my direct email [lacey.roberts@thedeacademy.org](mailto:lacey.roberts@thedeacademy.org) and you are most welcome to attend alongside your child.

Please note that while students are on Work Experience they are still the responsibility of the school. It is therefore necessary that placements are approved by the school, based on health and safety checks that have to be made. These checks are undertaken by an external company who work alongside many other schools in the area. It is therefore vitally important that all required forms are

returned by the deadline in order to allow time for these checks to be completed. Checks are regularly made on-site and must be made in order for a placement to be approved.

All of the relevant paperwork for completion is included with this letter, and students are therefore recommended to contact preferred employers as soon as possible, to secure the date. Therefore, in order to make sure that the process runs smoothly, we will require that every student has arranged their work experience placement by **Friday 14<sup>th</sup> February**.

If you have any queries or concerns, please contact me via email:

[lacey.roberts@thedeacademy.org](mailto:lacey.roberts@thedeacademy.org) or alternatively please call the main school number 01594 843202.

Yours faithfully

**Lacey Roberts Marklove**  
Careers Advisor

WorkExperience2020