

Belong. Believe. Be Proud.

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Ref: Yr 10 Work Experience

25/09/2023

Dear Parent/Carer

Welcome to Year 10 Work experience 2024!

Year 10 students will be given a WEX information booklet and a yellow WEX form in assembly this week.

Included in your information booklet: -

1. Introduction and top tips.
2. How to find a placement.
3. Example of a covering letter.
4. Example of a CV.
5. Work placement form.

The work experience programme is a key activity for your child during their time at The King Alfred School Academy.

It is expected that every Year 10 student will be on a work experience placement. This year WEX week will be **13th May 2024 – 17th May 2024.**

Employers need to provide employer liability insurance details on the completed form. The exception to this is if the employer is a close family member. If this is the case, we need an email or letter from the student's parent or carer confirming that they take full responsibility for the placement. -

This is a great opportunity to step out of school and work somewhere new to build confidence and skills.

- Do not put too much pressure on yourselves to find the perfect placement that links to your ideal career. If this happens, then that is great, but students will still build valuable skills with an employer in any industry.
- Speak to family and their friends. Speak to friends and their family. Ask about different jobs and job roles.
- Work experience week is for 5 days, but they do not have to be 9-5. We would rather see a student do shorter days and be flexible to secure a placement than be too rigid and miss out.
- Speak to more than one employer. Speak to as many as possible! If multiple offers of work experience come in, then please speak to friends and your tutor to share the opportunities. You may be doing someone a massive favour!
- Police, law and medical/health related placements are unlikely without close family connections due to confidentiality and data protection.
- The process of finding a placement can often be the real challenge and will help build resilience and confidence. I am available to talk to parents and carers and will continue to invite students to the careers office to help them along.

The process should be driven by our students but your support is also invaluable. We are available to help and support in any way we can, so please feel free to contact us if you need have any questions or need any further support.

Kind regards

Vicky Govier – Careers Advisor

Call us for help on 01278 784881