

July 2023

Dear Parent/Guardian

RE: YEAR 10 WORK EXPERIENCE ~ MONDAY 17th to FRIDAY 28th APRIL 2023

One of the exciting opportunities in Year 10 is work experience, and we are delighted to announce that we are able to reinstate work experience after a 2-year break due to the pandemic.

Most pupils enjoy experiencing the world of work first hand. Furthermore, with the current economic environment, employers place high value on relevant working experience and an opportunity to demonstrate good employability skills. Pupils who benefit most are those who are aspirational, independently explore a wide range of placements and are well organised.

It is best to start preparing for work experience **now**. In preparation, pupils can be:

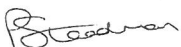
- discussing ideas for possible placements that could be arranged independently – what contacts do you have that could lead to a successful work experience? Potential employers do not need to have taken work experience students before, but they **must have** Employer Liability Insurance (ELI) in order to be considered by our work experience providers, the BEP Group.
- approaching potential employers and, if a placement is agreed, an “Own Placement” form should be **completed by the employer, signed by yourself** and handed in to the Main Office **by Monday 31st October 2022**. A form is attached to this letter for this purpose. This form can also be downloaded from the school website - www.sweynepark.com - under the Parents’ tab, in the “Work Experience” section. There is also a guide to work experience which you may find helpful.

Pupils are advised to act on getting their placement arranged quickly, especially if they wish to do a more specialised placement, like design; or a very popular placement, such as IT or a sport-related one. Form tutors have been given a list of possible employers, who have taken our students in the past, to give some ideas. However, do please bear in mind that this list is from our last period of work experience, which was March 2020 – so there will be employers listed on there who may have gone out of business, or staff now work from home so they cannot fulfil placements; or just not be in a position to take students at this time.

We would ask that you encourage your son/daughter to make a big effort to arrange a suitable work experience placement. Please bear in mind that the submission of the form represents a firm commitment to the placement and cannot be changed. **Please note that the school can only fund ONE PLACEMENT PER PUPIL. Consequently, any additional placements would require a contribution of £30 from you.** Also, please bear in mind that **the school cannot assist with transport costs** and that the period of Work Experience is **MONDAY 17th to FRIDAY 28th APRIL 2023**. It cannot be at any other time of the year.

Please don't hesitate to contact me if you have any queries or require any further information.

Yours sincerely



MRS PAULA STEADMAN

Work Experience Co-ordinator

