

April 2024

Dear Year 10 pupil and their Parent/Carer

WORK EXPERIENCE: FINAL INSTRUCTIONS
Monday 22nd April – Friday 3rd May 2024

Year 10 pupils will be starting their work experience placements on Monday 22nd April and I hope everyone is looking forward to this exciting opportunity.

Pupils have now received the relevant job description and parent/pupil employment agreement.

Please be aware that some pupils may find the start of work experience quite challenging, in terms of adapting to working alongside new people and being in a new environment. The principal aim of work experience is to develop Employability Skills, and both resilience and persistence are very important. Most pupils really enjoy their placements once they have settled in, and find the experience very beneficial in terms of their future career aspirations.

However, IF there are any difficulties during the placement, please follow the procedure below:

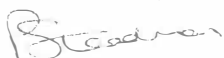
1. In the first instance, please telephone myself, Mr Fernandez or Mrs Wimpenny at school to let us know there is an issue. We will telephone back as soon as possible that day. Pupils should **NOT** leave the work placement whilst the matter is being looked into, and you **should not contact the BEP Group**.
2. If the pupil is ill and unable to attend the placement, please telephone **the employer** as early as possible. Please also telephone the school office.
3. If the pupil is going to be late for any reason, again telephone the employer explaining why.
4. There is a PowerPoint presentation on the school website, under the "Parent" tab – Work Experience, which outlines what is expected during the placement and has general information which will be helpful.

A member of the teaching staff will telephone the employer at some point during the period of work experience to get a progress report.

If it is at all possible, please ask the employer to take a couple of photographs during the placement and email them to me at psteadman@sweynepark.com. I use them for the work experience edition of the Sweyne Park Times and I can also print them for the Record of Achievement folders.

Good luck and enjoy the work experience, but please remember that your safety is vital, so you should follow all the employer's health and safety instructions.

Yours sincerely



MRS P STEADMAN
Work Experience Co-ordinator