



5 February 2021

Dear Parent/Guardian

Year 10 work experience

It is with a heavy heart that I have to let you know that due to the ongoing coronavirus pandemic we have had to change how we are approaching work experience this year. We were doing all that we could to guarantee that students would be able to participate in the full week-long on-site work experience in June, however, with so many businesses still working from home, this is unfortunately not going to be possible this year. Whilst we cannot run work experience as we originally hoped, we are arranging for an experience that I am confident will still be beneficial for all students. We will be running a three-day event during the week originally planned for work experience 21 June 2021. We will confirm the specific days that the events will take place nearer the time.

Our intention is that two days will be in school and a third day will be a site visit to a company in an industry of interest to your child. We are currently working with the work experience company to build a bespoke plan for the in-school sessions, and in order to do this it is important that we are aware of the industries that are of interest to your child, along with the areas that they would be able to travel to for a site visit. I would therefore ask that if your child has not yet completed the work experience form that they do so as soon as possible so that we can ensure they have a site visit in an area of interest to them. This is included with this letter and titled "Pre 16 Work Experience Application Form".

Whilst I cannot confirm the final plans, for this time we are looking to have one of the days focused around a project in which students are grouped with an industry specialist from an area they are interested in. For the other day we are looking to offer the students a variety of sessions around preparing for the world of work. This *may* include activities such as a formal interview, guidance on what to look for when applying for jobs, and how best to sell themselves, including how to identify the transferable skills that they have gained during their time in school. I believe this will offer students some invaluable experience in preparing themselves for future careers in any field.

The company that we were previously working with, EBP, will be facilitating this in-school offer and arranging the site visit. They have also confirmed that they are able to offer those that have completed "own placement form" for placement arranged by yourselves will still have the opportunity to undertake this, however this will now also be for a duration of three days. If your child has previously completed a form for the work experience to be solely arranged by EBP, but now due to the changes you would like to arrange for your child to have their work experience within a company that you can arrange please complete the "own placement form" and return this completed form to school by Friday 12 February 2020, please note we can accept a scan of the completed form. Please be aware that due to the time needed to conduct the necessary checks required for any "own placement" work experience, any forms received after this date will not be accepted as it will not be possible to facilitate the students attending the placement and they will instead be part of the in-school event. If your child has previously given in a form for their own placement, but you would now like for them to take part in the in-school offer please let me know, via the school reception.

To assist with completing the relevant forms I have included a copy of the relevant forms. Please note, if your child has previously filled in the work experience form, and you do not need to change this to an “own placement” then you do not need to complete and return either of them.

I am aware that some students may be disappointed in this change of plans, however I am confident that this will be a brilliant and worthwhile experience for the students.

Should you have any questions regarding this please do not hesitate to contact me.

Yours Sincerely

A handwritten signature in black ink, appearing to be 'R. Davies', written over a horizontal line.

Miss R Davies
Head of Year 10