



# CLAREMONT HIGH SCHOOL ACADEMY

January 2017

Dear Parent/Carer

**Re: Year 10 Work Experience: Monday 20<sup>th</sup> – Friday 24<sup>th</sup> March 2017**

Your child will be participating in a period of Work Experience in the Spring Term; we want to inform and support you in this process in order that your child is able to optimise their learning by participating in this significant opportunity. All students are expected to participate and aim to be successful in this experience.

Your Son or Daughter will complete a CV / Application form during an organised schedule of Tutorials arranged by their PPM and DPPM and will be given additional guidance through Careers' Briefings and Assemblies, provided by our Staff and, 'Work Experience Partners'. Just to remind you, your child may select a 'Private Placement' which they may find independently, with your help, **or if they choose not to do this, they will certainly be offered a Work Experience placement through our Partner Agency.** Pupils opting for a private placement must complete the *additional* form, available from their Form Tutor or the Library.

All work experience placement details will be distributed through School as they become available: on receipt of these details **your Child must contact the employer host by telephone to introduce themselves.** All details of starting times, precise location, dress code and other practical concerns will be outlined in the same paperwork. *Occasionally*, an employer may ask to interview your Child or meet them at the work setting before the placement commences. Please ensure that your child makes this initial contact with the employer on receipt of their work placement paperwork and that the appropriate sections of this paperwork are then **signed by both you and your child.**

The **Frequently Asked Questions** section accompanying this letter and the information on our website are intended to be useful resources to provide information as to how you may best help your child prepare for Work Experience in order that most benefit is gained from this invaluable opportunity: the first experience of life in the world of work.

A Work Experience Diary/Log book will also be issued to Year 10 students as part of their preparations: this Log also offers tips and guidance relating to work placement success and presents students with an opportunity to record their learning. This log book needs to be brought to the work place each day and then brought into school for the Work Experience debriefing and evaluation session which will follow your child's return to School. Tutors will distribute these in due course.

May I take this opportunity to wish all of our Year 10 pupils every success in their forthcoming work placements. Please do contact us if you have any queries or concerns.

Best Wishes,

J Elliffe  
Director of Teaching and Learning  
Careers' and Aim Higher



**HEADTEACHER: F.T. Molloy**

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