

Our Ref: MMY/735.JCP

13 December 2022

Dear Families

### YEAR 10 WORK EXPERIENCE

The work experience event on the 24th of November, previously advertised on the parent calendar and in our newsletter, has been cancelled.

During the course of the academic year, your child will have multiple opportunities to understand the world of work, to explore their options and build confidence about their future. Work experience is a vital part of the Year 10 Inspirational Futures programme and is an opportunity for students to:

- spend a period outside the classroom with an employer to learn about a particular job or area of work
- obtain a wider awareness of opportunities in the local area
- relate their studies to the world of work
- learn and develop new skills that will, hopefully, inspire them to achieve their future goals.

**Work Experience will take place next year from Tuesday 4<sup>th</sup> July 2023 – Friday 7<sup>th</sup> July 2023.**

The process has already begun with the students being given information about the work experience programme during their Inspirational Futures lessons this term.

Students will need to now start the process, with your support and guidance, of identifying a potential placement linked to their future career aspirations. We ask that you encourage your child to find a placement either through your own network of family and friends or through speculative enquiries to companies.

Attached with this letter is parent guidance which includes an example template which could be used in letter or email form. If you or your child would like some additional information or advice about who they could contact for a placement in their area of interest, please contact Mrs Mylrea our Futures Coordinator who is based in our Inspirational Futures Centre on the 2<sup>nd</sup> Floor or via email [m.mylrea@stowhigh.com](mailto:m.mylrea@stowhigh.com)

Once your child has found a placement, they will need to ask the employer to complete the relevant section on the Work Experience portal via Unifrog and ensure the section regarding the Employers Liability Insurance is completed. There is also parental consent section on the Unifrog platform which you will need to complete. The fully completed sections form should be returned to Mrs Mylrea via the Unifrog Platform **by the deadline of 30<sup>th</sup> March 2023 once it has gone live.**

To validate the suitability and quality of the placement, we will then contact the company and organise the various health and safety, risk assessments and other checks that are required. Please be aware that it can be

difficult to assess placements beyond the immediate region. Should you have any questions regarding this, please contact the Futures Coordinator Co-ordinator to discuss.

Please also bear in mind that, due to ongoing COVID 19 restrictions and the impact on businesses, it is possible that some employers may not be able to offer traditional face to face work experience placements in 2023.

During the Spring term your child will take part in a Work Experience preparation day when they receive information in readiness for the placement, which includes Health & Safety training and a work experience log book to complete.

If students do not find a placement, they will have to attend school as normal, however we would hope that all students in Year 10 will complete a placement as it offers huge benefits to them.

Kind regards

*Claire Broxton*

*Melenie Mylrea*

Mrs Broxton

Mrs Mylrea

The Inspirational Futures Team