

19th October 2021

Dear Parent/Guardian

YEAR 10 WORK EXPERIENCE WEEK 27th June to 1st July 2022

The school calendar for Year 10 includes a week for students to undertake a work experience placement. Work experience is valued highly by both potential employers and further education establishments including our own Sixth Form and our neighbours, North West Kent College.

Work experience provides students with a valuable insight into the world of work; the importance of good time keeping, the need to travel to work, the longer working day/week compared to school, being able to follow instructions and the need to be able to work independently. It also provides an opportunity to build on the range of transferrable skills they have already developed through their studies and begins to identify the additional skills they will need to develop in order to secure permanent employment.

This year work experience week is scheduled from 27th June to 1st July 2022 inclusive. These dates fall after the end of the GCSE exam season and the cut-off date for submission of BTEC coursework.

Year 10 students will be required, as part of the end-to-end experience, to source their own placements. This will require them personally contacting, by telephone or email, potential employers for a placement during this week. Students should think of areas that may be of interest to them and contact employers in these fields. Networking skills, vital in many professions and modern life in general, can be used and developed to ask relatives, family friends and neighbours who may have contacts that can help a student to secure a placement. The school's Careers Co-ordinators, Mrs Murray and Ms Rooke, may also have contacts that can assist with this process.

As we will be competing with other schools in the area for work experience placements, students will need to begin looking for placements immediately as employers are likely to limit the number of young people that they take on work experience.

Once a placement has been arranged, the form on the reverse of this letter should be completed and returned to Ms Rooke in order to facilitate the necessary health & safety and insurance checks of the organisation with which the placement has been arranged. As these checks can take up to 16 weeks where they are required, **the forms should ideally be returned no later than Friday 18th February 2022**, to ensure the placement can go ahead.

Students who do not secure a placement will be required to attend school during week commencing.

Should you have any queries regarding Work Experience please do not hesitate to either contact Ms Rooke or Mrs Murray at school by email at careers@stj.kent.sch.uk.

Yours faithfully



Michael Murray
Head of Year 10

WORK EXPERIENCE

Year 10 2021-2022

Date of Work Experience: Week of 27th – 1st July 2022

STUDENT DETAILS -

Name.....

Form.....D.O.B.....

Home telephone.....

Any Health Issues.....

PLACEMENT DETAILS -

Company Name.....

Name of contact person.....

Address.....

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telephone.....

email.....

Type of company.....

Type of work offered.....

Please return completed form to Ms Rooke. Please return by Friday 18th February 2022 to ensure any relevant health and safety checks can be completed.