



16th September 2019

Dear Parent/Carer,

Work Experience Launch (Information Evening): Thursday 7th November 2019 - 5.30 to 6.30pm
Year 10 Work Experience: Monday 29th June to Friday 10th July 2020

All Year 10 students will be participating in a two-week work experience placement during the summer term. This will take place from **Monday 29th June to Friday 10th July 2020**. The main purpose of work experience is to give students an insight into the world of work and allow them to develop crucial employability skills, such as: communication, problem solving and organisational skills. The vast majority of students enjoy this experience immensely and benefit a lot from it.

We encourage all students to try and find their own placements, with the help of parents or carers. Start with asking family or friends, as they may have some helpful contacts. Ideally, students should be looking for a two-week placement. All placements must adhere to the statutory health and safety guidelines, which will be checked by the Lewisham Work Experience Team before the placement begins. The school pays the Work Experience Team to Health and Safety (H&S) check all the placements. However, please note - if a student chooses to do two one-week placements, (instead of one placement that lasts for the whole two week period), the school may have to ask parents for a financial contribution of £60 to cover the extra H&S visit required. Students will have access to further information and support to assist them in finding their own placement from Mrs Fiona Taylor, Careers and Enterprise Coordinator.

Whilst there are strict legal requirements which can restrict participation in certain areas or careers, we do encourage students to be as adventurous as possible when choosing their placements! Students may undertake placements anywhere in Greater London. Previous placements that our students have attended include: coaching basketball, working in the Mayor of London's office, working for film companies and for solicitors. Students may not necessarily be able to undertake a placement in their chosen career path, as there are some restrictions as to the type of placements available for under 16s.

Once students have found a placement, the student will need to get their prospective employer to complete a 'Work Experience Own Find' form and bring it back to the school by March 2020. An electronic version is available on the Careers page of the school website to email to employers:
<http://www.sydenham.lewisham.sch.uk/CAREERS>

Please speak to your daughter about work experience and encourage her to aim high with her placement! Come along with your daughter to the **Work Experience Launch on Thursday 7th November 2019 at 5.30pm in the Main School Hall**, where you will be given more details about this exciting opportunity. In the meantime, do contact me if you have any queries.

Employability Day will be taking place on the SAME DAY - **Thursday 7th November 2019**. On this day, all students will have a one-to-one mock interview with an employer. More details to follow soon.

Yours faithfully,

Fiona Taylor, Careers and Enterprise Coordinator
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Ext 442 (Mon – Thurs)