



July 2019

Dear Parent/ Carer

## **Year 10 Work Experience, 6<sup>th</sup> July – 10<sup>th</sup> July 2020**

As in previous years, all students in Year 10 will undertake work experience during the week Monday 6<sup>th</sup> July to Friday 10<sup>th</sup> July 2020.

We believe that it is of great value to the students in obtaining an insight into the world of employment. It provides a valuable opportunity for students to learn about different industries/sectors and should help in making a more informed decision about future careers, as well as potentially assisting them in making appropriate choices in their progression routes post 16.

Students along with their parents are encouraged, where possible, to organise their own work experience placement. Personal contacts are likely to exist in many cases but the School can provide contacts, placements and advice where needed. As there are a number of schools running work experience at the same time and demand for placements is high, the sooner this process is started the higher the chances of finding a suitable placement. We are always on the lookout for more work experience placements and if you are able to offer such an opportunity in your organisation we would be delighted to hear from you.

Work Experience need not be confined to local based organisations. Many students have secured placements in other areas, if this is the case the school needs to be aware of travel/ living arrangements. The exact nature of the time spent within an organisation will vary, but in many instances it may be that employers offer a 'shadowing' role. Often this will involve some 'hands on' experience, but in others, given the short duration, it may simply be a week of observation.

Therefore, although it may seem a long time from now, please discuss the work experience options with your son/daughter. If you would like to speak to someone about work experience, please contact Mr Simon Perkin ([s.perkin@kinetonhighschool.org.uk](mailto:s.perkin@kinetonhighschool.org.uk)). From September and throughout the school year Mr Perkin will be available every Thursday in school to assist students and answer any queries.

I have attached copies of the Health & Safety Forms that are required to be completed by the employer and returned to school. This is extremely important as we have to complete a Health & Safety check with every placement. Both forms need to be returned to school by Thursday 16<sup>th</sup> January 2020, allowing sufficient time for the Health & Safety inspection visits to be completed prior to your son/ daughter's work placement.

Yours sincerely

Mr Leahy  
Assistant Headteacher