

September 2023



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Dear Parents/Carers,

### Year 10 & 12 Work Experience 8<sup>th</sup> – 12<sup>th</sup> July 2024

We are very fortunate here at Kineton High School to allocate a full week out of the academic calendar to give students the opportunity to take part in work experience.

Work experience 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 may help them in making a more informed decision about future careers and progression routes post GCSE and A levels.

Students, along with support from parents, are encouraged to organise their own work experience. There is however, as always, support in school via form tutors and also on this occasion from our work experience coordinator, Mr Perkin. Mr Perkin is in school every Tuesday and available for drop-in sessions with students at lunch times in the Resource Centre. Please also see further advice and guidance on how to find a work placement [here](#).

The necessary paperwork to be completed for a placement to go ahead has been handed out to all students in school today, but they can also be found [here](#). All of these forms need to be completed in full and returned to school, via form tutors, by the 15<sup>th</sup> May 2024. This will allow plenty of time for the school to carry out the necessary Health and Safety risk assessments prior to commencement of the placement. These are legal checks outlined by the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the local authority. The sooner you start contacting employers and secure a placement the better, as there will be a lot of competition from students from other schools around the county also looking for placements.

If the necessary forms are not returned to school by the 15<sup>th</sup> May 2024 then students will be required to attend school as normal during the work experience week, and a program of employer engagement activities will be organised in school. It is worth noting here though that nothing replaces the real world experience of actually going out and working for the week, so we do encourage this as the first option.

Once an employer has been found, information regarding them can begin to be logged in our Kineton High School [Work Experience logbook](#). We will then remind you nearer the time to re-contact the employers to refresh your memory regarding this information prior to the commencement of the placement.

Good luck to all in searching for appropriate work experience, but remember we are here to support.

Yours sincerely,

Mr Bonfield  
Head of Sixth Form

Mr Gowney-Hedges  
Deputy Headteacher