

September 2024



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Dear Parents/Carers,

### Year 10 & 12 Work Experience: 7<sup>th</sup> – 11<sup>th</sup> July 2025

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 work of employment. It provides a valuable opportunity for students to learn about different industries/sectors and may help 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 support available in school via form tutors and also from our work experience coordinator, Mr Perkin, who is in school every Tuesday and offers drop-in sessions for students at lunch times in the Library.

Paperwork has been handed out to all students today and can also be found on the careers pages of the [school website](#). All forms need to be completed in full and returned to school, via form tutors, **by Friday 2nd May 2025**. This allows school to carry out 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. However, **the sooner you start contacting employers and return the forms the better**, as there may be students from other schools around the County also looking for placements.

If forms are not returned to school by Friday 2<sup>nd</sup> May, students will be required to attend school as normal during work experience week and a program of employer engagement activities will be organised for them. The experience of working in the real world is invaluable and we do encourage this in the first instance.

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

Yours sincerely,

Mr Sam Bonfield  
Head of Sixth Form

Mr Henry Gowney-Hedges  
Deputy Headteacher