

January 2020

Year 12 Work Experience Week Beginning 29th June- 3rd July 2020

Dear Parent/Guardian,

As part of Whickham School's sixth form provision, it is a mandatory requirement that all Year 12 students carry out a work experience placement for one week. Please find attached a permission form for you to complete and return.

Work experience develops a range of important skills, enhances the students Curriculum Vitae and university applications. Many universities and apprenticeship courses expect that students will have completed some form of work related experience and it can be an entry requirement to competitive courses such as teaching, medicine and law.

Please can you support your son/daughter in completing and handing in the work experience form (also attached) by 24th February 2020.

If your son/daughter experiences any difficulties in obtaining a placement I am happy to help. Students should email me, enclosing details of the businesses that they have already contacted using the following email address: dross@whickhamschool.org or on the school telephone number below. They/you can also speak to or contact the Head of Year 12 Miss Flint at kflint@whickhamschool.org or number below.

I do have a small bank of placements available for those who do not find their own placement but I cannot guarantee that this would match their career choice. In circumstances whereby students find a placement for an alternative week to that of 29th June - 3rd July, the school will look to support this as much as possible.

Students who do not attend work experience will have their absence marked as unauthorised, therefore it is important that if there is a valid reason for non-attendance that school is notified.

I would be grateful for your support in encouraging your child to find work experience as soon as possible so that a risk assessment can be carried out.

Yours faithfully,

Mrs D Ross (Ext 252)

Miss K Flint (Ext 215)