



RM06AT

January 2024

Dear Parent/Carer,

**Year 10 Work Experience
Monday 1 to Friday 5 July 2024**

The year 10 Work Experience Programme now includes one week of self-placement work experience for all students at Key Stage 4. It is now time for students to research and plan their placement.

The programme is designed to give the pupils an insight into the world of work and the skills required in order to make a successful transition. If pupils have a firm idea of their intended career, then it would be appropriate to actively seek a placement broadly in this area. However, there are some areas which are difficult for pupils to access at Key Stage 4 due to age restrictions. For example: Medicine, Scientific Laboratories, The Arts, Media, Publishing and Theatre, unless they have a personal contact working within the profession.

We require each student to complete an online Microsoft form by following this link: [Year 10 Work experience 2024](#). The deadline for completion of this form is **Friday 28th April**.

Students are also encouraged to join the Google Classroom, using the code **z7bgirc** to keep up to date with the latest developments and to view work experience ideas/suggestions. We will also be placing opportunities on the @wkgsfutures account on Instagram and X (Twitter), so please make sure you follow these pages for more information.

Students **MUST** request the Employers Public Liability Insurance details and policy number from the placement in order to complete the form.

Attaining a suitable placement can be extremely competitive and I will assist if pupils are finding significant barriers to confirming a placement.

This has been an enormously successful programme for many years, with pupils in Year 10 expressing how enlightened and encouraged they have been by taking part. I do hope that your child enjoys their placement and fully embraces this opportunity.

Further details will be provided closer to the date regarding employer expectations and teacher support visits. If you have any queries regarding the programme, please do not hesitate to contact me.

Yours sincerely

R Mellor

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