



September 2023

Dear Parent/Carer

Work Experience 2024

Each year, at the end of the summer term (**1st-5th July 2024**), all Year 10 students participate in a one-week work experience programme.

This is an invaluable experience, which aims to allow students to develop an awareness of and to experience some of the pressures of the world of work, and to be able to manage the transition from education more easily.

Whilst on the placement, students can expect to experience and develop a variety of occupational skills, particularly the ability to work as a part of a team, communicate effectively and self-motivate.

The world of work has changed since Covid-19. We recognise that work experience placements are more difficult to find and whilst we can offer help and support to find a placement, the school does not have a pool of placements to offer students. Therefore, we strongly urge all students to source their own placement. We will, of course, be on hand to help students and have some knowledge of the local area and organisations we have used in the past but starting with family, wider family and friends is strongly recommended.

There will be a school-based alternative for those unable to find a placement. This will involve real time interaction with employers and a work-based project to complete. Any student who does not have an off-site work placement will be expected to attend school and any absence will be recorded as unauthorised.

Students/parents and employers must fill out the **Work Experience Agreement Form** attached to this letter and return it to Mrs Elmore in the Careers Office by **29th March 2024** to ensure that health and safety and insurance checks can be completed. The attached **Employer Letter** needs completing and leaving with the employer once the placement has been agreed. We have also attached a **Key Information Sheet** with further useful advice.

If you have any questions regarding Y10 Work Experience, please do not hesitate to contact school through helmore@chorustrust.org.

Yours sincerely,

Mrs H Elmore
Careers & Employability Manager

Chorus Education Trust CEO: Chris James



