December 2024

Dear Parents and Carers

**Re: Year 10 Work Experience – Dates Monday 14th July - Thursday 17th July 2025**

As part of our developing career’s education programme under the Government Careers Guidance, Year 10 will have the opportunity to take part in Work Experience. This will take the form of accompanying a parent, carer, relative or family friend to their place of work for four days .

This is an opportunity to show to our children what is expected in the work place; to think of the skills and qualities that are necessary for the world of work and how these can be instilled to develop the right attitude for work.

Set out below is the rationale for the four days:

**Why is this being offered?**

Children benefit because – it is an opportunity for them to explore career options, through:

* thinking about what aspects of their “work day” they liked and what they didn’t
* exploring career options in a practical way to gain a better understanding of just how many career choices are open to them
* spending four days in the life of a working adult, they develop an appreciation of their parents’/ carers’ work and motivations

Parents/carers benefit because - it helps them prepare their children for the future by:

* beginning a career discussion based on actual experiences
* enriching their child’s experience with discussions before, during and after the workplace visits

Evidence shows young people who have memorable contact with employers four times or more are more confident about reaching their ultimate career goals and are more likely to be employed.

**Who is involved?**

* Parents or carers
* Friends, relatives or family friends

**Where can children go?**

* Use experience and judgement when discussing this with your family and friends
* It would NOT be suitable if you work from home as it is not a new environment
* Consider any hazards or sensitive information that may prevent the success of this work experience

**Plan the days**

* Think about what you want them to see and ask them what they want to learn and what type of things they would like to experience. Lay out the expectations beforehand to make the experience as realistic as possible.

**Seek Advice**

* Speak to your child’s Form Tutor or Head of Year if you have any questions.

**Keep them busy during the days**

* Make sure you involve and engage your son/daughter in the daily routine, so they can see how to tackle problems and find solutions. Do not make it too “hands-on”; you do not want your child taking important calls or sending work-related emails.

**Break for lunch**

* When planning the days, be sure to include costs/ opportunities for lunch as well as a snack. When you take a break to eat, talk to them about what they liked about the day so far and what else they would like to do.

**Reward** **them for a job well done.**

**Terms and Conditions:**

* The child will travel to and from work with parent/carer/relative/family friend
* The child will be covered by the insurance of the organisation for the days
* The child will be covered by ‘Health & Safety’ regulations of the organisation

We hope you can arrange for your child to accompany someone throughout normal working days on **Monday 14th July - Thursday 17th July.** They will travel to and from work either with that person or independently, with parental agreement, and be covered by the 'Health and Safety' regulations and insurance of the organisation which they are visiting for those days.

Each child will be provided with a Work Experience Booklet that they should complete during the visits. There will also be a small section to be completed by the person being visited/ accompanying so it is worth your child going over this with whomever they will work with so that they both understand the expectations of the days.

Please complete and return the attached contact consent forms by **Wednesday 23rd April 2025** stating where your child will be going and with whom OR use the reverse to state why they are not able to take part. A short explanation of what the organisation does is helpful if it is not clear from their name***. One form needs to be completed and signed by the parent/carer and the second form needs to be completed by the employer, agreeing to the terms and conditions.***

Yours faithfully

Mrs A Grew

Careers Administrator