



September 2018

Dear Parents/Carers

**Year 10 Work Experience Monday 8 – Friday 21st July 2019**

All Oakgrove students in Year 10 will be given the opportunity to experience the world of work for 10 working days from 8th – 21<sup>st</sup> July 2019. We encourage students to arrange their own placements wherever possible and on Wednesday 17th October I will be launching the Work Experience Own Placement Scheme in assembly in order to allow the students plenty of time to talk to their family and friends regarding a work experience placement.

We view the Work Experience programme as an essential and valuable part of our students' curriculum. The placement gives students the opportunity to work with others in a non-school environment, learning important personal and social skills for later life. It helps them to prepare for the world of work, and to reflect on possible future career options. Full attendance is very important and we would ask you to try to avoid any holidays or medical appointments, unless absolutely necessary, during the placement period.

The placements are arranged and administered through DEVELOP. The school is charged for this service and is happy to meet the cost of one placement for your son/daughter. However, if your son/daughter changes their mind about a placement once it has been set up, we would ask you to pay a **cancellation charge of £48.00 before another placement is set up.**

When the placement has been arranged, a contract will be issued which you will be asked to sign to confirm your acceptance. All students will be given full support at every stage of the process leading up to the placement and your son/daughter will be monitored whilst on placement to check progress.

You may wish to make your own arrangements for the work experience programme. We welcome own placement arrangements providing we can be sure that the relevant health and safety procedures are in place.

If you would like to arrange your own placement your son/daughter can use the attached form. This form should be completed by you, the student and the employer and returned by **9<sup>th</sup> February 2019**. Please note that if the employer is already on our database of placement providers, we can only set this up as an own placement if you make **direct contact** with the employer and have this confirmed **before the main selection process starts in February**. After that time, it may be that the place will already have been allocated to another student.

Please do not hesitate to contact me should you have any concerns or enquiries regarding work experience.

Yours sincerely,

Mrs Lesley Sharpling  
Work Experience Co-ordinator  
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