



ACTON HIGH SCHOOL

CENTRE FOR MEDIA ARTS AND APPLIED LEARNING

Headteacher: Mr Ken MacKenzie

16th January, 2017

Dear Parent/Guardian,

You will hopefully recall, that I wrote to you in September explaining that work experience for Year 10 students this academic year will run from Monday, 10th July to Friday, 14th July 2017. I urged you to help your child to find a work experience placement as soon as possible and before the Christmas holidays. It appears that many students have experienced difficulties with this as only a small minority have returned completed Student Own Find Placement Forms with the details of the employer for their work placement week.

I held an assembly in school on Friday 13th January to explain to students that the deadline for finding a placement has been extended to the end of January. However, after this date if students find a placement we will not be able to accept it, unless there are extenuating circumstances. The reason for this is that students with placements have to be supported with health and safety visits and we will be unable to facilitate this for all of our students at short notice. Students can receive support from me during drop in sessions at lunchtime in terms of how to choose a placement and what to do once they find one. Students are advised to think of some ideas of where they would like to undertake work experience and to either telephone the employer or attend the work place to introduce themselves.

I handed out lots of Own Find Placement Forms again in assembly on Friday and it is also available online. This must be **completed by the employer** when a placement has been secured. If your child is unable to secure a placement then they will be expected to attend a week of lessons in school with a careers theme.

If you have any further questions please do contact me.

Yours faithfully,

Ms S Stocks

Work Related Learning T: 020 3110 2413 E: sstocks@actonhigh.ealing.sch.uk

***IF THERE IS ANY REASON WHY YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN WORK EXPERIENCE THEN YOU SHOULD CONTACT THE SCHOOL TO DISCUSS THIS.**