



# ACTON HIGH SCHOOL

CENTRE FOR MEDIA ARTS AND APPLIED LEARNING

Headteacher: Mr Ken MacKenzie

13th September 2016

## **RE: YEAR 10 WORK EXPERIENCE: 10<sup>th</sup>-14<sup>th</sup> JULY 2017**

Dear Parent/ Guardian,

I am pleased to inform you that all students in Year 10 will be participating in a week of work experience from Monday, 10<sup>th</sup> July until Friday, 14<sup>th</sup> July next summer.

Work experience is an excellent opportunity for young people to gain an insight into the working world. It is very important in teaching students what to expect from life after they leave school and will be an extremely valuable addition to their CV. This could also be an exciting opportunity to gain an insight into a specific career that they may be interested in. They will spend the whole week working in a real job with a company willing to take them. They will not come into school.

Whilst July seems like a long time away, it is very important that students secure a place early to ensure that they get to do something that they will enjoy as most of the best placements get filled up before December, **so students should be looking for their own places now.** If students do not find a placement before December, they risk disappointment.

Students should first research and choose the place where they are interested in completing their work experience, then telephone or visit the business owner or manager to ask if they can complete work experience with them for one week in July. Once they have done this, they must get the owner/ manager of the workplace to fill in the Own Find Placement Form that is attached to this letter and also available on the Work Experience section of the school website. Once the Own Find Placement Form has been completed by the business it must then be returned to me at school so that the placement can be confirmed. Family contacts or friends of the family are also useful in securing work experience, so if you know an owner or manager of a business that could accommodate a student, then please help your child to make contact with them.

For students to be allowed to complete work experience, I will need the Parent Consent Form on the back of this letter to be filled in by a parent or guardian and **returned to me before the October half term holiday.** Please be aware that students will not be able to come into school during this week, so it is very important that they secure their work experience placement.

Students who need ideas regarding work experience can see me so that I can support them and guide them through the process of applying, but will need to make contact with companies by telephone, email or in person themselves.

If you have any queries regarding any of the above, then please contact me.

Yours Sincerely,

Ms S Stocks - Work Related Learning

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## How to find work experience:

**Firstly, choose a career or job that interests you.**

**What job would you like to do when you leave school?**

1. Think of the people you and your family may know – parents, aunts, uncles, grandparents, cousins, neighbours, friends of the family.
2. Does anyone have their own business or work somewhere that might be able to take you for your week of work experience?
  - a. Speak to them and ask if they would be able to take you
  - b. Show them this letter
  - c. Give them the 'Own Find Placement' form to fill in.
3. If there is no one that you know who can help, then you need to think about other businesses and shops
  - a. What is there near where you live that you think might be interesting?
  - b. Take a copy of the letter into the business or shop and ask to speak to the person in charge
  - c. Explain who you are and that you are interested in a week's work experience and give them the letter
  - d. If they say 'yes', give them a copy of the 'Own Find Placement' form to fill in
4. If there is something in particular you are interested in but don't know what to do about it, do some online research and speak to the Careers Team in school.

## Parent Consent Form to be completed and returned to Ms Stocks in school:

I give permission for my son/daughter (name): \_\_\_\_\_ in  
Tutor Group: \_\_\_\_\_ to take part in the 1 week Work Experience programme from  
Monday, 10th July – Friday, 14th July 2017

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Any medical information that the employer needs to know about \_\_\_\_\_

**\*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.**

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