



Southmoor Academy

ASPIRE · ACHIEVE · ENJOY

2nd May 2019

WORK EXPERIENCE 2019-2020

Dear Parent/Carer

As part of Southmoor Academy's work related learning curriculum all students in Year 10 will have the opportunity to participate in work experience **one afternoon per week** (actual day is to be confirmed). It is an opportunity for students to spend some time with an employer or other organisation, allowing them to experience as far as possible the hours, working conditions and regulations they may encounter when they go to work themselves.

The dates of the work experience programme for next academic year are:

w/c Monday 4th November 2019 – w/c Monday 22nd June 2020

Please complete the attached Work Placement Parental Consent Form and then returned to your child's form tutor by Friday 24th May 2019. Without this form, students are unable to begin arrangements for their work experience.

Students are encouraged to make their own arrangements to go to a particular place of work. After the May half term holiday, students will be able to start contacting local businesses to find a suitable placement. They will also be given a **Work Placement Form which must be returned to school as soon as possible. Further details will be given after the May half term holiday. We would request that parents/carers support their child in searching for a possible placement and that parent/carers will also notify both the school and the placement if their child is unable to attend due to illness.**

Should you have any concerns or queries please do not hesitate to contact Mrs Robinson, Careers Advisor (Southmoor MAT) or myself via the school office or email (careers@southmoormat.co.uk), or refer to the work experience section on our school website which contains more information.

Yours sincerely

Mr S. Wareham
Director of Personal Development & Careers Leader

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