

Fulston Manor School

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Academy Trust Registered in England: Company No. 7343725

GDA/RDE/NVF

21st September 2018

Dear Parent/Guardian

RE: YEAR 12 WORK EXPERIENCE

In line with Department for Education expectations and as part of the school's drive to prepare students for their future working lives, Year 12 will need to complete a work experience placement towards the end of this academic year. Work experience can provide a young person with the opportunity to explore thoughts they may have about future careers, as well as to develop the skills and personal qualities they will need to enter the labour market in the 21st century. Whilst the school has run a successful work experience programme in Year 10 for many years, employers are increasingly only accepting post-16 students onto their programmes and this means that Year 12 students will have a wider range of work experience options available to them.

The expectation is that **all** Year 12 students will undertake a work experience placement in the week commencing 6th July 2020, returning to school the following week to evaluate their experience and plan for moving forward into Year 13.

It is hoped that students in Year 12 will be keen to take responsibility for organising their own placements, but the school will provide support to those who may find this task a difficult one, or who need help with finding a suitable placement. The School's Careers and Work Experience Coordinator, Mrs Demian, will co-ordinate this process and is happy to provide guidance and support to students where needed.

Attached to this letter you will find a brief guide to the work experience process, including key guidance on health and safety, which is paramount. Also attached is a work experience application form, which will also be given to students in their Enrichment lessons but I have attached a copy for your reference. The form should be completed as soon as possible, however we do recognise it can take time to find a placement. It must therefore be completed and returned to Mrs Demian, by **Friday, 31st January 2020**.

I hope that you appreciate the value of Sixth Form students undertaking a meaningful work experience placement and will support the school with the process of placing all students. Should you have any queries about the process, please do not hesitate to contact myself, or Mrs Demian.

Yours faithfully,

G Davies
Head of Sixth Form

A High Performing Academy Trust

Head of School Mrs S P Burden, LLB PGCE
Executive Headteacher Mr A G Brookes, MA (Cantab)