



February 2023

Ref: ARE/KMN

Dear Family

### Year 10 Work Experience Placement

I am writing to remind you that I have not yet received details about your child's work experience placement. Families were all informed about this in October 2022 and the students have all been issued with guidance as to how best to find a placement. This includes a company database they can search, and a number of placements arranged by the Academy that they can apply for.

The placement will last for one week. The date of the placement will either be the week beginning Monday, 3 July or Monday, 10 July. Normal Year 10 timetable will be suspended for both weeks. For the week that your child stays in school they will be following an alternative timetable. The aim of this week is to provide a variety of activities targeted to develop a range of skills and experiences to support both academic progress and employability skills. More details will be provided about this during the academic year.

**When your child has found a placement they must complete the form by clicking this [LINK](#).** This will allow the Academy to perform the necessary checks for suitability. The deadline for submitting employer details for a placement found by families is Monday, 8 May 2023. Any placement requests after this date will not be allowed.

If students are unable to find a work placement, then they will attend timetabled lessons as normal. We thank you in advance for supporting your child in this process. We hope you agree that they will not only benefit socially and academically but will also find it useful in helping them to shape their thoughts about their future careers.

If you have any further queries, please do not hesitate to contact me at the Academy.

Yours sincerely

Mr T Reade  
**Senior Teacher**

Mr D Irish  
**Principal**

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