



October 2023

Ref: AL/KM

Dear Family

Year 12 Work Experience Placement
Monday, 11 March – Friday, 15 March 2024

We thank you in advance for supporting your child to find suitable work experience in the world of work during the above week. We support and encourage your child to find their own placement as part of their growth towards taking responsibility for themselves and to enhance independent learning. 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. Please read the key information below so you are aware of the process.

Finding work experience:

- Your child will need to find their own work placement; support will be provided in timetabled 'Futures' lessons, tutor time and support from yourself outside of the Academy.
- Your child has access to the Work Experience Support Services database, which will allow them to search for suitable placements. They can also find placements through family contacts, in the local area, or through internet research.
- Your child will need to contact the company to apply (in person, over the phone, by email).
- When a company has agreed a placement, your child must complete a 'Work Experience Placement Form' and return it to their Head of Year, Mrs Lanigan. This must be done before Friday, 26 January 2024.
- Our partners, Work Experience Support Services, may need to visit the company to ensure the health, safety and welfare of our students; all placements **MUST** have Employers Liability Insurance. The cost of this check is £23.00 per placement, which will be fully covered by the Academy.
- Year 12 students will complete the work experience placement week beginning Monday, 11 March 2024.

Yours sincerely

Mrs A Lanigan
Assistant Head of Sixth Form

Mr D Irish
Principal

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COLLEGIATE ACADEMY TRUST

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