



6 November 2018

Dear Parent

Year 10 Work Experience 2019

Your child will have the opportunity to embark on a work experience placement from Monday 8 July to Wednesday 10 July 2019. With many employers increasingly looking for experience as well as academic achievement in candidates, this is a great opportunity for your child to gain this practical knowledge and to develop key employability skills.

Your child has already attended the launch of the work experience program where they were provided with the specific dates of their placement, and they have also been given a summary of how to find a placement. It was stressed to them that it is their responsibility to find a placement. We will assist where necessary and confirm once the student provides us with their details, but the responsibility of sourcing and contacting the placement themselves plays a vital role in developing their sense of independence as well as practising the skill of finding employment. **Those students who do not secure a work experience placement will spend the three days in school following their normal Year 10 timetable.**

As competition is high with other schools in the local area competing for places, we actively encourage students to source placements sooner rather than later to secure their placement. Students should aim to have contacted some potential businesses by Christmas 2018, with a view to **having a placement secured at the latest by the start of February half term 2019**. Once secured, students should return the 'Work Experience Preference Form' stapled to the back of their Work Experience booklet to Student Services to enable us to do the necessary health and safety checks.

I hope you will agree that our school's commitment to this program is critically important to your child's development and preparation for the world of work. Your support in helping your child access a meaningful and appropriate placement is greatly appreciated.

Yours sincerely,

J.A. Morley

Mrs J. Morley
Year Leader for Year 10

Mrs S. Anderson
Assistant Principal