Dear Parent/ Carer,

12 December 2018

**Year 12 Work Experience – 8th July – 12th July 2019**

As you may already be aware, Year 12 students are expected to undertake work experience for a week during the summer term. I am writing to give you more information on the support, expectations and procedures to ensure students have a safe, meaningful and positive placement.

We launched Work Experience to students with an assembly providing them with numerous resources and websites to support them. In this assembly we have covered Safety in the Workplace and Equal Opportunities so students are fully prepared.

Work experience expectations;

* Students are expected to look for a relevant placement that will enhance their future university, apprenticeship or job applications.
* Once a student secures a placement, they will need to ask the employer to complete a ‘Work Experience Placement Form’ which will be in the back of the student booklet and return this to Miss Butler in the sixth form office.
* The deadline for securing a placement is **28th February 2019**

We highly recommend all year 12 students organise and take part in this work experience opportunity. Any student who does not make arrangements will need to attend school as normal where an education plan of action will be put in place to assist them with future options and independent study.

Please read and check the details in the attached data form and consent form. This must be returned to Miss Butler in the sixth form office.

Support from the Careers team is available to students. Parents are welcome to attend appointments if they wish. To request an appointment please email [swa-careers@bestacademies.org.uk](mailto:swa-careers@bestacademies.org.uk)

If you have any questions or concerns or would like further information please contact me on 01462629900 or email [eforeman@bestacademies.org.uk](mailto:eforeman@bestacademies.org.uk)

Yours sincerely,

Miss E Foreman Mr L Huckle Mrs Hoad

Associate Principal - Careers Leader Head of Sixth Form Head of Year 12

**Sixth Form Work Experience: 8th – 12th July 2019**

I hereby give consent for my son/daughter to take part in the work experience week and will ensure all documentation is read before work experience is conducted.

Child’s Name: ………………………………………………………… Tutor Group:……………………

Home Contact Email:……………………………………………………………........

Home Tel & Mobile:…………………………………………………………………………………………………………

Address:…………………………………………………………………………………………………………

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Any new/additional dietary and/or medical requirements that the school is not aware of:

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Parent/carer Name: …………………………………………………………………………………

Parent/carer signature: …………………………………………………………

Date: ………………..………………

**Please return this parent/carer consent form to Miss Butler in the sixth form office.**