

5th October 2021

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A University of Kent Academies Trust School

Dear Parent/Carer,

Re: Year 10 Work Experience

Work experience is an important part of the Year 10 career provision and is an excellent opportunity for students to gain an understanding of the skills required by employers. All Year 10 students are expected to take part in work experience from Monday 25th April 2022 to Friday 29th April 2022. For students to gain valuable job-hunting skills which are also important in today's job market, we ask that all students take responsibility for planning and finding their own placements.

All Year 10 students attended an assembly regarding work experience on Monday 4th October 2021 and will have several follow up meetings during Personal Tutoring.

We strongly advise students to contact prospective employers as soon as possible, as other schools will be participating in work experience during this period. We would ask that parents/carers and students talk about possible placements and the sort of experience the student hopes to have. Where parents/carers and students may have their own contacts for such placements, it would be helpful for students and parents/carers to make an initial contact and to keep us informed of any progress made.

Please note all placements undergo strict Health and Safety checks, this is completed by an external provider, if the placement is in Medway and Kent this process is free. If outside Medway and Kent this would require parent/carers to pay up to £75. This check is compulsory to ensure the placement is safe for your child to work in, unfortunately if this check is not completed the placement cannot be authorised. The cost depends on the placement and parent/carers will be informed.

Important Dates:

Own placement must be found, and details given to me by Friday 8th January 2022.

After this date, your child will have access to our pre-approved employers located in Medway and Kent, and they will have a month to select a placement. All placements must be chosen before Friday 11th February 2021.

If you would like further information regarding work experience, then please contact me.

Kind regards

Paula Knight
Career Coordinator