

November 2021

Dear Parent/Carer

Year 10 Work Experience Programme: 27 June – 1 July 2022

We are pleased to confirm that we will be returning to our usual work experience programme for this academic year. This letter outlines the process and the support which is available.

Work experience is a vital part of our careers programme which aims to ensure that students learn from employers about work, employment and the skills that are valued in the workplace. It also offers students the chance to experience a meaningful encounter with an employer, which research suggests can help to lower the likelihood of becoming unemployed or NEET (not in education or training) and can increase earnings. Recent employer surveys have also suggested that there is a gap between education and the preparation people need for their future; employer encounters can help to address this gap.

To launch the process, **please find a link [here](#)** to the virtual information presentation which explains the work experience process in full. Please also find attached a timeline displaying the key dates. This information can also be found on the Academy's website.

Students will be given similar information via an assembly on Thursday 11 November. Further support will be offered in Personal Development lessons this half term, with both sessions focusing on the world of work. The first session, entitled 'preparing for the world of work' will help to prepare students for their mock interview (with an employer) and the second session entitled 'exploring the world of work and CV writing' will focus on what the workplace is like and how to put together a professional CV ready for employment.

Students can also speak to Mrs Jordan, the work experience co-ordinator, if they would like some ideas of businesses that are local and have taken students previously. We would encourage students to begin to contact employers as soon as reasonably possible rather than to leave this until March. Suggestions on how to make contact will be given to students in the assembly.

Once a placement has been confirmed it is vital that the **Work Experience placement form** is completed by yourself and not your child. It may be helpful to complete the form together, however the last part of the form acts as parental permission for the placement, so it is vital that you complete this. For this reason, the form has not been shared with students. ***The form can be found [here](#).***

The deadline for returning the completed form is 30 March 2022.

I hope the information in this letter is useful for you as parents. Please take some time to discuss the process with your child, particularly encouraging them to make a start with finding a placement and to take advantage of any local businesses and/or family connections.

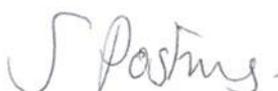
If, after watching the video and reading the attached information, you have any questions, please do not hesitate to contact us via enquires@astrea-longsands.org

Thank you for your support.

Yours sincerely



Mrs K Martindale
Careers Lead



Mrs S Postins
Head of Year 10