

November 2023

Dear Parent/Carer,

Work Experience 24th June – 28th June 2024

We are pleased to confirm the dates for our 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, employment or training) and can increase earnings. Recent employer surveys have also suggested that there is a gap between education and the preparation young 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 have been given similar information via tutor time. Further support will be offered in Personal Development lessons this half term, with sessions focusing on the world of work and securing a job.

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 and in form time as well as shared in the virtual information presentation.

Once a placement has been confirmed it is vital that the **Work Experience Placement Form** is completed by yourself and not your child/ren. 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 28 March 2024.

Please take some time to discuss the process with your child/ren, 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 enquiries@astrea-longsands.org

Year 10 Mock Interviews

Students in Year 10 were going to be participating in mock interviews on either Wednesday 6 or Thursday 7 December. These have now been postponed and more details will follow with the new dates.

We look forward to the students engaging positively with these events and developing essential skills for the future.

Yours sincerely,

A handwritten signature in black ink that reads "Powell". The signature is written in a cursive style with a large, looped 'P'.

James Powell
Careers Lead

A handwritten signature in black ink that reads "N Jordan". The signature is written in a cursive style with a large, looped 'N'.

Natalie Jordan
Work Experience Co-ordinator