

DATE 12/11/2019

Our ref: DM/AK

Dear Parent/Carer

During year 10, all students take part in a week of work experience. Next year this will take place between 15th to 19th June 2020. The reason for contacting you so early is that the application process takes some time and there are tight deadlines that we must meet.

This is a good opportunity for students to experience the world of work even if they are still unsure of their future career. If a student does not attend a work placement he/she will be expected to attend school or the absence will be regarded as unauthorised.

Work placements are organised in liaison with Changing Education using the Connect App which will replace the paper based self-placement form. Students will be required to download the Connect - Placement Manager App from their app store using their mobile phone. Each student will have to scan their QR code (provided) in order to activate the app and once they have done so they will simply need to input a 4-digit pin code (of their choosing) to unlock it each time. The app will include:

- Placement search engine
- Pre-placement target setting
- Student/Employer feedback
- Certificate generator

Students who do not have access to a mobile phone or data will be issued with a self-placement form on request.

Further information on how to use the app will follow during form time should any student have any difficulties.

It is the schools policy for the students to do their work experience at the same place for the whole week as we feel that they get a much better feel for the workplace environment.

If you have any questions at all, please do not hesitate to call our main reception or myself.

Yours Sincerely

Debbie Mathers
Work Experience Co-ordinator