



Year 11 Work Experience Programme, Monday 29th August-Friday 2nd September

Dear Parents and Carers,

A central part of the Careers Education we offer at St Edward's is the Work Experience Programme for Year 10 students, which we are delighted to say will return this year. This will take place during the week commencing August 29th 2022. Work experience is important as a means of providing students with an understanding of the qualities and qualifications needed for work, developing their self-confidence and interpersonal skills and helping them to make useful contacts in the work place. In addition to this, employability and work-readiness are important to universities and employers.

Although work experience opportunities are already provided in the Sixth Form, we will be expecting all our Year 10 students to secure and participate in meaningful work experience during the first week of the 2022-2023 academic year (29th August– 2nd September 2022). The start of Year 11 is the perfect opportunity to locate the work experience programme because it will focus on students' attention on the future that awaits beyond school. In addition, less valuable learning time will be lost compared to other times during Key Stage Four. The work experience should last for more than two days, and ideally, for the week (we do appreciate that the start of this week is a Bank Holiday and so it may be difficult to secure a placement that includes all five days).

We would ask all students to seek out their own work experience that is relevant to their career aspirations. Taking personal responsibility for finding the placement and researching their further education and career path is an important part of the process. We will provide support and inspiration in school and, no doubt, you as parents will do the same; but we expect students to actively find the placement and apply for it themselves – they will learn a great deal from doing so. Parents can of course assist with providing placements at their place of work and via contacts from family and friends if they wish. We will also need to be informed of where your child is going for their work experience, and would be grateful if you could please complete the work placement form and ensure this is returned to Mrs. Eastwood by 10th June 2022. Employers may like to keep a copy and we suggest that you do too.

The students have had an initial assembly about the process this week, and if a student has missed this they can receive information about work experience from Mrs. Eastwood. If your child is having any difficulty with the process please ask them to come and see Mrs. Eastwood in the LRC for help.

In addition to this, Year 10 students will also be taking part in mock interviews with the Rotary club on 12th and 13th May. This half term they will be looking at writing their CV and application form during their English lessons and we also recommend that they begin to prepare themselves for this interview. This may include researching their Post 16 option further to find out information about the course they are interested in, consider their interests outside of school, which employability skills they have and how they plan to develop these. We ask that you talk to your child to help to build confidence prior to their interview.

If you require any further information or support, please do not hesitate to contact myself or Mrs. Eastwood.

Yours faithfully,

Mr. Dan Hurley
Assistant Headteacher
Careers Leader