



Seahaven Academy

The best in everyone™

Part of United Learning

MH

25th November 2019

Dear Parent/Carer

Year 10 Vocational Work Experience 6th – 10th July 2020

We are delighted to offer Year 10 Work Experience during the week beginning Monday 6th July 2020. Year 10 students will be given the opportunity to participate in a maximum of 5 days. It is a placement with an employer in which a young person carries out a range of tasks in much the same way as an employee, with the emphasis on learning from the experience. Work experience provides opportunities for learning about the skills, behaviours, careers, roles and structures that exist within a workplace. This is an initial letter to pass on some key information.

Work Experience is seen as an important part of the curriculum and supports young people to make career decisions, develop work related skills and support successful transition into FE, HE, apprenticeships and the workplace.

Careful consideration must be given to what sort of activities may be possible in a placement and whether it would be enjoyable and rewarding. For example, many might like to gain experience of working in a solicitor's office but, due to client confidentiality, some of the tasks that the student is allowed to do can sometimes be quite limited. Therefore, it is absolutely essential that students make their choices very carefully and choose 4 appropriate placements, in establishments they can get to.

Please note that if your child is successful in being allocated one of their choices, it may not be possible to change their placement at a later date.

You will be required to complete a 'Medical and Contact' details form in order to complete the placement. There is a duty to ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account. It is essential that any medical or other significant information that may affect your son/daughter's health and safety is provided. Permission will always be sought before such information is shared, but please note that a placement cannot go ahead if permission is not received.

If you have any worries or queries about work experience or the work experience selection process, please feel free to contact me at the school. The slip below indicates that you are willing for your son/daughter to take part in the Work Experience week. Hafernkm@seahavenacademy.org.uk

The reply slip must be handed in to their tutor no later than Monday 9th December and then more information will follow to begin the process.

Yours sincerely

Mr M Hafernik, Director KS4



Principal Sarah Pringle

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REPLY SLIP TO BE RETURNED TO TUTOR

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I (Parent/Carer signature) gives permission for

..... (Name of student) (tutor group) to take part in Y10
Work Experience.