



Seahaven Academy

The best in everyone™

Part of United Learning

MH

22nd October 2020

Dear Parent/Carer

Planning Ahead for Year 10 Vocational Work Experience 5th – 9th July 2021

We are hoping to offer Year 10 Work Experience during the week beginning Monday 5th July. All Year 10 students will participate in a maximum of five 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.

Your son/daughter have been given all of the information they need and have spent the week looking at how to log on, navigate the data base and ask relevant questions to their tutors and myself. This work, to ensure that the students are clear of expectations, will also continue after the half term break.

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 will not be possible to change their placement at a later date.

You will be required to complete a 'Medical and Contact' details form if you wish to complete a 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.



Principal Sarah Pringle

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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 hafernism@seahavenacademy.org.uk

Kind regards

A handwritten signature in dark ink, appearing to read 'M Hafernisk', with a stylized flourish at the end.

Mat Hafernisk
Director KS4