



# Alder Community High School

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Headteacher: Mr R O'Regan BSc (Hons) NPQH

3<sup>rd</sup> April 2019

Dear Parent/Guardian

## Re: Year 10 work experience 2019

As part of your child's Careers Education Advice Information and Guidance at Alder we are hoping that all year 10 students will take part in a week of work experience during **1<sup>st</sup> – 5<sup>th</sup> July 2019**. **Unfortunately your child has yet to confirm with us that they have found a placement.**

Please take advantage of the Easter holiday to support your child to find a work experience placement. They must complete the attached form and return it to Mr Eaton in school. This is a legal requirement to allow a risk assessment to take place with the employer.

We feel it is important to encourage students to find their own placement where possible as it develops good practice for the real world. It shows initiative and gives the employer a good first impression of the student, showcasing their employability skills and personal attributes. If successful, this can in turn lead to good references, employment, a traineeship, apprenticeship or useful networking opportunities for the future. Taking advantage of contacts through family, friends and local businesses is advised.

If students are still unsuccessful in finding their own work experience further support will be given. If a placement is not secured, students will be expected to attend school and take part in their normal timetabled lessons during the work experience week.

If you wish to discuss this further please do not hesitate to contact me at school.

Yours sincerely

Tom Eaton  
Head of Careers | Associate Assistant Headteacher  
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