

LeAF Studio

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Principal: Mrs N Lapskas



23 February 2018

Dear Parent/Carer

I am writing to inform you that all students in Year 10 will undertake two weeks work experience from 9th July to 20th July 2018. Work experience aims to provide young people with an opportunity to expand their awareness of the world of work, increase economic understanding from outside the classroom and relate their studies to work and training. In the past, this scheme has proved invaluable as means of professional and personal development. Students have the opportunity to find a relevant placement using Education Business Partnership – South West. Students can select work experience choices from their website and contact employers directly to arrange the placement.

I would like to invite you to the Work Experience launch for all year 10 students on Wednesday February 28th, at 5:30pm in the Palladium. This will give you the opportunity to understand more about the value of work experience and to look at the website yourselves so you can help your child decide on a relevant placement. Training in the use of Veryan Webview will be given in school, after which they will be given a pin from their tutor. Once logged in they will be able to access all the resources required to submit their placements from the database. The web address is: <https://dorset.learnaboutwork.org/enter-school.asp> and can be accessed anywhere, including from home. Placements are very competitive and will only be available on a first come first serve basis, therefore we may not always be able to secure a student's first choice. Pupils are encouraged to be flexible with the options available.

Employers also hold the right to withdraw their placement offer at any point, so students must be prepared to make reselections if necessary. It is vital that you discuss and support your child with the type of work experience they would like and travelling arrangements, so that they can take fast action towards selections or finding their own placement. Students must monitor the progress of their placement until they have officially secured it.

Once the placement is fixed, students will need to make contact with the employer via telephone to arrange for an interview; this must be done as soon as possible. The deadline to make selections/find own placements will be the **6th of April**. (There is an earlier deadline of the 9th of March for placements in London). This does incur a significant cost to the school so we are requesting that parents make a voluntary contribution of £20 via Parent Pay. If you have already made a £60 contribution during this year then that will be used towards the cost of work experience and no further contribution is required. Should you have any questions before the launch evening, please do not hesitate to call me.

Yours sincerely,

Mrs Clare Percival

Careers Coordinator

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Name.....

Tutor Group

I will / will not be able to attend the Work Experience launch meeting at 5:30pm on Wednesday 28th February 2018

Signed.....

Date.....

