12th October 2020

Dear Sir/ Madam,

**Work Experience for Y10 students**

Kensington Aldridge Academy students are currently seeking a work experience placement (WEX), which they will undertake for 5 working days from 12th July to 16th July 2021. Students are approaching employers themselves as part of the process to develop their independence skills. This letter is a formal introduction to gather some contact details and logistical information for us and the students regarding the placement. This is also an opportunity for you to ask any questions and hopefully confirm that you can offer the student a placement.

As an academy we attach the following aims to WEX;

* Obtaining a more realistic view of adult working life and their responsibilities
* Enhance their maturity and levels of independence
* Gaining experience of real-life employment to inform future career aspirations

If you accept a Kensington Aldridge Academy student on a WEX placement, we will ask you to:

* Complete the accompanying placement information form
* Agree to a member of KAA staff visiting or calling your workplace during the placement (please indicate if you have a preference\*).
* Assist the student to complete their WEX workbook\*\* (a digital copy of which will be emailed to you prior to the placement).

***[Please note, further direction can be found overleaf. An additional ‘Employer Guide’, detailing safeguarding, risk management and other essential information, will be made available to you.]***

We strongly believe that the skills students develop during WEX are invaluable and we want to take this opportunity to thank you for supporting our students in this process. If you are able to offer this opportunity to one of our students, please complete the accompanying placement information form.

Kind regards,

**Maggie Haddad** | Careers Coordinator

[m.haddad@kaa.org.uk](mailto:m.haddad@kaa.org.uk)

0207 313 5800 | EXT: 304

Key details:

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| \*STAFF VISITS | Due to the volume of students completing WEX, we regret that we cannot visit every workplace. If you have indicated that you would like a staff visit, we will aim to make this possible. However, a call will be arranged in lieu of one where necessary. In addition, COVID restrictions may mean that staff visits are unable to take place. |
| \*\*WORKBOOKS | Students should have already completed sections of their workbooks, one of which details what they’d like to gain from their WEX placement. We encourage you to discuss these targets with the student so that both parties are aware of each other’s expectations. |
| MEETING STUDENTS PRIOR TO PLACEMENT | We encourage students at KAA to meet with their employers ahead of placement, though this is entirely up to the employer. If you would like a student to visit you prior to starting WEX, please ensure that this is arranged with them. |
| REFERENCES | We would like employers to provide a WEX reference for students who complete a placement with them. We appreciate that for legal reasons, this is not always possible. |
| SCHOOL CONTACT/NON-ATTENDANCE | For any issues that may arise prior and during placement, please do not hesitate to contact the school on **0207 313 5800.**  Careers Coordinator: [m.haddad@kaa.org.uk](mailto:m.haddad@kaa.org.uk)  Director of Learning for Year 10 (Head of Year): [k.bates@kaa.org.uk](mailto:k.bates@kaa.org.uk)  Safeguarding lead: [n.dumigan@kaa.org.uk](mailto:n.dumigan@kaa.org.uk)  Please contact the school if a student fails to attend placement. **Safeguarding details** can be found in the **Employer Guide.** Please use the above contact details where necessary. |

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