

5 October 2020

## Work Experience for Y10 students

Dear Y10 Parent / Carer,

I am delighted to be writing to inform you that Kensington Aldridge Academy students in Y10 will be undertaking a five-day work experience (WEX) placement from 12<sup>th</sup> July to 16<sup>th</sup> July 2021. This is the final week of the Summer term. This will ensure there is minimal disruption to their learning, at what is a pivotal stage in their education. We do understand that COVID may have some implications on students' ability to source and carry out a work experience, and will support students as much as possible in securing a placement, whether that be on-site or virtually. We are constantly monitoring the situation and will take appropriate action in cancelling or postponing work experience should it be necessary. We are asking students to approach employers themselves (email or telephone call) as part of the process, to develop their independence and maturity. We will however support students in making contact if needed.

As part of their PSHE learning, we will also be carrying out training with students on how to source a WEX placement and how to liaise with and communicate with potential employers, to support them in this process. In PSHE sessions throughout the autumn term, students will learn how to write a CV and cover letter, and this will be followed up with optional 1-2-1 workshops after school. Students can contact our Careers Coordinator, Miss Haddad, if they would like any support or to book a 1-2-1 workshop slot. Over the course of the academic year, this learning will be coupled with further PSHE lessons, and a series of assemblies and workshops on attitude and etiquette in the workplace, and employability skills.

We would really like parents to actively support their son/daughter to source a WEX placement. Students must first of all identify what it is they would like to do and then locate relevant employers. It is quite common that parents can help locate a placement through a friend, colleague or professional contact, which is something we recommend. The key outcome is that the WEX is relevant and high quality. 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 your child is finding it difficult to source their own placement, please contact the school as soon as possible, and we can support them in finding something. If we have not received any contact about work experience before February half term, and your child has not handed in a form, we will be making a call home to check on their progress and see how we can better support you. We have set a hard deadline of **Monday 22<sup>nd</sup> February 2020** for students to source a placement and hand in all the relevant paperwork.

This term we will be giving students a pack containing the following documents;

1. **How to Apply for Work Experience** – this document gives advice about how to source high quality work experience as well as where to go for further help. Students will also be provided with a CV template.
2. **Placement information and consent form** – this form will need to be **completed by the employer, signed by a parent/guardian and returned to the academy**. There are two sections, one for the employer and one for a parent/guardian to complete. Please make sure all information requested is correct and the form is fully completed before returning, or it will not be accepted.

- 3. Letter to employers** – this letter should be given to the employer with the placement information and consent form. It outlines all the key information from the academy's perspective and what we expect of an employer as part of the agreement.

We strongly believe that the skills students develop during the whole WEX process are invaluable and we want to take this opportunity to thank you for supporting us.

Kind regards,

**Maggie Haddad | Careers Coordinator**  
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