

21st January 2022

Work Experience for Y10 students

Dear Year 10 Parent / Carer,

I am pleased to confirm that Year 10 will complete a five-day work experience (WEX) placement from Monday 11th to Friday 15th July 2022.

We are sensitive to the complexities that the current government guidance has created for students as they seek to arrange their work experience. However, we still strongly feel that this week provides an invaluable experience for students' personal and academic development, and therefore are still planning on holding the Work Experience week with students on out of school placements. We will closely monitor covid-19 developments and will take timely and appropriate action to make alternative plans for the week, should government guidance require us to do so. Given the current challenges in communicating with employers, whilst a number of them are working from home, we have extended the deadline to **Tuesday 22nd Feb 2022** for students to source their WEX placement and hand in all relevant paperwork.

As a reminder, students are asked to approach employers themselves (email, visit or telephone call) as the first step. During PSHE lessons and drop-in sessions organised by the school, students have learnt about employability skills, workplace etiquette, how to write their CVs, cover letters and how to answer interview questions. As parents, we would greatly appreciate your active support in helping secure a placement; this can be through friends, colleagues or professional networks or supporting your child with writing their CV and applications at home.

During PSHE lessons, students are being actively encouraged to attend drop-in sessions with Mr Thompson, our Careers Advisor. These are on **Tuesday 25th January and Thursday 27th January at 4pm**. They can also contact him by email at a.thompson@kaa.org.uk with questions or to book a 1-2-1 workshop appointment. All students have now received a **How to Apply for Work Experience form**, and must complete and return to the academy (Miss Armitage) the **Placement information and consent form**.

From Tuesday 22nd February, the parent/s of any student who has neither returned their placement form nor contacted us to request support will be contacted to check on their progress. We strongly believe that through both mutual support and personal initiative, we can help instil invaluable skills and a sense of accomplishment in your children. We thank you in advance for your support.

Kinds regards,



Sophie Armitage
Director of Learning for Year 10
s.armitage@kaa.org.uk