

6<sup>th</sup> October 2023

## Work Experience for Year 10

Dear Y10 Parent / Carer,

I am writing to inform you that Year 10 will complete a five-day work experience (WEX) placement from **Monday 8<sup>th</sup> to Friday 12<sup>th</sup> July 2024**.

Work experience placements provide an opportunity for students to spend a period of time outside the classroom, learning about a particular job or area of work. Through these placements students will have the chance to develop vital skills, which will provide them with an excellent foundation for their applications and placements beyond GCSEs.

We will be launching work experience with students this coming Tuesday 10<sup>th</sup> October, when we will be holding a Year 10 Drop Down Day. Students will be led through a series of sessions that will introduce WEX and explain how students should go about finding WEX placements.

**Students are required to arrange their WEX placement themselves**, and they should take the first step to approach employers (email, visit or telephone call). During the drop down day and form time in the coming weeks, students will learn about employability skills, workplace etiquette, how to write their CV and cover letter, and how to answer interview questions. While July seems like a long time from now, WEX placements require organisation very far in advance, and it is important that students start arranging their placements now.

As parents, **we would greatly appreciate your active support in helping secure a placement**; this can be through friends, colleagues, your professional networks and also through you supporting your child with writing their CV and applications at home. Equally, if your work place would be able to offer a placement to a KAA student, please do get in touch with us.

On Tuesday, students will be given a WEX booklet, this contains lots of important information about how to find WEX placements. A parent version of this booklet is attached for your reference. Also attached is a letter from KAA to prospective employees, which students should attach to their application emails. Please do take time over the next few days to read through this information with your child and discuss any questions they may have.

Once students have found a placement, they must return their Placement Information and Consent form to Miss Arthur. Students will be given a hard copy of this form to bring home, a copy of this can be found in the WEX booklet. **The deadline for students to have confirmed their WEX placement and returned their Information and Consent form to school is Friday 9<sup>th</sup> February 2024.**

We strongly believe that through both mutual support and personal initiative, Year 10 students will have hugely successful WEX placements. These placements will help instill invaluable skills and a sense of accomplishment in your child. We thank you in advance for your support.

Kinds regards,



**Ms Nix & Mr Abubaker - Co-Directors of Learning Year 10**

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