



HEADTEACHER: MELISSA ROBERTS

LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

SC.RT/hr/Y10 work experience
30th November 2023

Dear Parent(s)/Guardian(s),

INFORMATION ABOUT WORK EXPERIENCE FOR YEAR 10
Monday 20th May – Friday 24th May 2024

As an integral part of the Year 10 Personal Development curriculum, your child will undertake a period of Work Experience from Monday 20th May to Friday 24th May 2024. This is designed to give each student a greater understanding of the world of work and to prepare them for the responsibilities and opportunities of adult life.

Work Experience is an exciting learning opportunity for students as it allows them to have a real-life experience of the workplace whilst still at school age. Furthermore, a placement is an opportunity for a young person to gain valuable insight into a job or a career that they are interested in. The skills and knowledge developed by work experience can prove invaluable to a young person as they complete their education and make important decisions about their route to the job or career of their choice.

To deliver Work Experience, we work with an organisation called MPLOY Solutions. In liaison with school, they will check each placement to ensure suitability and make sure students receive an induction on the first day so that each student gets the most out of their placement.

The first part of the process is for parents and students to consider finding a suitable placement. All Year 10 students will be provided with a paper copy of the Work Experience Preparation booklet, which you will find attached to this letter. In discussion with your child please consider the advice within the guide. We recommend that students self-place as it is more likely that they will be able to organise a placement that is particularly relevant to them.

Students will be bringing home the self-placement form which must be completed and returned to Mrs Thomas in the school library at school as soon as possible but no later than Monday 29th January 2024. An electronic copy of the form is attached for you information. Parents should complete the School and Student Details sections on the self-placement form. The form should then be handed to the placement provider and all parts of the Company Details and Job Description completed. The form must be signed by the placement provider, parent/guardian and student before being returned to the school. By signing the form, you are consenting to the information being shared with MPLOY.

Students who are unable to find a suitable self-placement should inform Mrs S Cumbo or Mrs R Thomas, who will meet with the students individually to discuss requirements and support with the search for a suitable placement. If you have any questions regarding work experience, please do not hesitate to contact the school.

Yours sincerely,

Mrs S Cumbo
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